The Graphic Designer/Marketing Student Assistant position is an hourly position consisting of 15-20 hours a week.

**Terms of Employment:**
**Pay Rate:** $14.00 per hour

**EMPLOYMENT DATES:**
Fall semester beginning September 9, 2013, through December 22, 2013, and may be extended for Spring 2014 semester January 6, 2014, through May 23, 2014 dependent upon funding and performance.

**Supervision:**
The Graphic Designer/Marketing Student Assistant reports to the Conference and Marketing Coordinator.

**General Expectations:**
- Work cooperatively as a part of the marketing team.
- Ability to arrive on time and work all scheduled shifts.
- Ability to learn new software and procedures.
- Ability to handle multiple tasks and deadlines.
- Demonstrate exceptional interpersonal, communication and public relations skills.
- Fulfill responsibilities of position description and stated job expectations of supervisor.

**Essential duties include but are not limited to:**
- Design/posting of informational signs/posters.
- Assist in the layout and design of publications, brochures, flyers, posters, postcards, newsletters, signage and forms for Housing and Residential Life and Conference Services.
- Prepare all artwork for print.
- Design and participation in on-campus living presentations.
- Provide tours of Sacramento State Housing to prospective students, parents and community.
- Assist with organizing and staging photo shoots for marketing materials.
- Assist with the planning and development of a yearlong housing marketing campaign.

**Requirements:**
- Graphic design experience or courses. Additional experience that demonstrates the acquisition and successful application of the required knowledge, skills and abilities.
- Ability to use computer software including Microsoft Word and Microsoft Excel
- Experience with Adobe Creative Suites (PhotoShop, InDesign and Illustrator), Email (Microsoft Outlook, and Internet.
- Direct experience with final preparation and packaging of print materials.
- Knowledge of CMYK and PMS color grids.
- Grammar and proofing skills.
- Currently enrolled at Sac State as a Junior or Senior, earning a degree in Advertising, Marketing, Communications, Graphic Arts/Design or related field.
- Must maintain a 2.5 grade point average to remain employed.
- Must be in good disciplinary and financial standing with the university.

**Application Dates: Deadline: May 6, 2013**
Interviews – Applicants will be contacted for an interview.

Design samples and/or portfolios are required with the application (either published material or class work)

Please send your resume, references and portfolio to Joe Loera
Housing and Residential Life – Sierra Hall
6000 J Street, Sacramento, CA 95819-6067 • Office: (916) 278-7413

[http://tinyurl.com/9u7hb3o](http://tinyurl.com/9u7hb3o) - then click on Employment tab for forms