

GRAPHIC DESIGNER

JOB DESCRIPTION

Overview:

The Graphic Designer Student Assistant position is an hourly position. The Graphic Designer will utilize Adobe Creative Suite software to design and develop print and digital materials including brochures, fliers, trade show banners and displays, presentations, info graphics, web banner ads, eBlasts, etc. The Graphic Designer will also assist with designing social media posts and updating the digital signage. Creativity and expertise in computer-aided graphic design, illustration, pre-print processes and intermediate knowledge of Adobe Creative Suite (InDesign, Illustrator, Photoshop, and Dimension) is required. Familiarity with social media platforms and writing skills are preferred. Candidates should be comfortable working on multiple tasks/projects simultaneously.

Supervision:

The Graphic Designer/Student Assistant reports to the Assistant Director for Marketing, Leadership, and Project Management.

Compensation

Pay rate \$16.00 per hour

Employment Dates:

Training May 1-12, 2022 (20 hours/week)

Summer 2023: May 15 – August 25, 2022 - (20-40 Hours) – varies based on departmental need and funding

Fall semester: August 28, 2023 – December 22, 2022 & Spring semester: Jan 2, 2024 – May 31, 2024 (20 hours per week)

*May be extended and all contingent on funding and performance.

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 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 University Housing Services and Housing Conference Services.
- Prepare all artwork for print.
- Design on-campus housing presentations.
- Assist with organizing and staging photo shoots for marketing materials.
- Assist with the planning and development of a year-long housing marketing campaign.

Requirements

- Undergraduates must be in good academic standing (minimum cumulative GPA of 2.0 and for each semester while employed);
 - Semester GPA of 1.25-1.99 will result in being placed on Probation.
 - Semester GPA of 1.24 or below will result in release from role.
- Graduate students must be in good academic standing (minimum cumulative GPA of 3.0 and for each semester while employed);
- Must be enrolled in at least six (6) units each semester (undergraduate) and four (4) units each semester (graduate) at CSU, Sacramento while employed.
- 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, and recommended Dimension), Email (Microsoft Outlook, and Internet).
- Direct experience with final preparation and packaging of print materials.
- Knowledge of CMYK, RGB and PMS color.
- Grammar and proofing skills.
- Currently enrolled at Sac State, and earning a degree in Advertising, Marketing, Communications, Graphic Arts/Design or related field.
- Must be in good disciplinary with the university.

Questions regarding this position:

Please email UHS Jobs (uhs-jobs@csus.edu)