GRAPHIC DESIGNER/ MARKETING STUDENT ASSISTANT

JOB DESCRIPTION

Overview:
The Graphic Designer Student Assistant position is an hourly position consisting of 10-20 hours per week. In this position, you will utilize Adobe Creative Suite software to design and develop print and digital materials including brochures, fliers, trade show banners and displays, presentations, infographics, web banner ads, eBlasts, etc. In this role, you will also assist with occasionally 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 Coordinator for Conference, Marketing and Events.

Compensation
Pay rate $15.50 per hour

Employment Dates:
Training May 9-13, 2022 (20 hours)
Summer 2022: May 13 – August 31, 2022 - (20-40 Hours) - contingent on funding
Fall semester: Sept 1, 2022 – December 23, 2022 & Spring semester: Jan 4, 2023 – May 31, 2023 (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 and participation in 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

- 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 maintain a 2.5 grade point average to remain employed.
- Must be in good disciplinary and financial standing with the university.

Background Check:

A background check (including a criminal records check) must be completed satisfactorily before any candidate can be offered a position with California State University, Sacramento. Failure to satisfactorily complete the background check may affect the application status of applicants or continued employment of current California State University, Sacramento employees who apply for the position.

Equal Employment Opportunity:

California State University, Sacramento is an Affirmative Action/Equal Opportunity Employer and has a strong institutional commitment to the principle of diversity in all areas. We consider qualified applicants for employment without regard to race, color, religion, national origin, age, gender, gender identity/expression, sexual orientation, genetic information, medical condition, marital status, veteran status, or disability. Sacramento State hires only those individuals who are lawfully authorized to accept employment in the United States.

It is the policy of California State University, Sacramento to provide reasonable accommodations for qualified persons with disabilities who are employees or applicants for employment. If you need a disability related reasonable accommodation as part of the application and/or interviewing process, Information for Job applicants - (https://www.csus.edu/compliance/hr-compliance/job-applicants.html). The University is committed to creating an education and working environment free from discrimination, sexual harassment, sexual violence, domestic violence, dating violence, and stalking. HR

**How to Apply:**


**Job Posting:**

Job Title: 2022 Graphic Designer/Marketing Student Assistant

All applicants must sign in to apply for positions.

Application Deadline: April 24, 2022 at midnight

**If question regarding this position:**

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