University Housing Office- Student Graphic Designer

10-20 hours/week • $14.00/hour

DUTIES AND RESPONSIBILITIES
- Must be proficient with current design software (Adobe Creative Suite CS5 or CS6/Creative Cloud)
- Understand basic design concepts: layout, type, color, balance, form, value, shape, and line
- Assist the University Housing and Residence Life staff in completing promotional and exhibit materials, collateral, and signage
- Develop and design materials for print and web for various events and programs
- Have the ability to research and make appropriate design decisions
- Utilize typography, layout and illustration skills to create original design materials
- Use photographs thoughtfully and appropriately in design concepts
- Practice proper file management/formatting and have high standard for organization
- Properly format files for output to print vendors
- Contribute and assist in overall marketing efforts
- Attend regular marketing meetings (to be determined)
- Email regular progress updates to necessary parties
- Maintain email account with a 24-hour response to staff inquiries
- Attend all-staff meetings and trainings when necessary

EXPECTATIONS
- Work quickly and be able to finish projects under assigned time constraints and deadlines
- Conceptualize design campaigns
- Demonstrate an invested interest in expanding all forms of design
- Hold and adhere to regularly scheduled office hours
- Work with a largely diverse group and multiple program areas
- Demonstrate the ability to be adaptable, flexible and willing to receive feedback
- Knowledge of proper color use, printing practices and layout
- This position is an important branch of the Housing & Residence Life marketing team and requires someone with cutting edge initiatives. For example, we are constantly moving forward with the concept of using less paper, utilizing more interactive forms of communication, and changing traditional forms of media into more efficient structures.

TYPICAL WORKING HOURS
The University Housing office is typically open from 9AM – 5PM Monday through Friday. Office hours will be constructed by term with the input and preference of all members of the marketing team and department needs. Office hours will be decided at the end of each term for the following term. Work may be completed from outside the office as long as scheduled in-office hours are met.

WORKING CONDITIONS
- Office environment
- Working from outside the office

MINIMUM QUALIFICATIONS
- Maintain minimum enrollment (6 credits for undergraduates, 5 credits for graduate) for three out of four terms in the year
- Minimum 2.0 (3.0 for graduate) grade point average and maintain good academic standing throughout employment
- Proficiency with current design software (Adobe Creative Suite CS5 or CS6/Creative Cloud)
- Work as a team member, be reliable, self-motivated and an independent worker
- Commitment to the Department's mission and vision