

## **Graphic Artist**

Location: Campus Recreation (Lee Hall)

Supervisors: Campus Recreation Director, Assistant Director, and Coordinator

Rate of Pay: \$7.60/hour

Type of Job: Part time temporary service position and/or work study available

### PRINCIPAL FUNCTION

- Work with the Campus Recreation staff to produce a variety of promotional materials for all program and service areas.

### RESPONSIBILITIES

- Design all promotional and marketing materials for Campus Recreation.
- Use graphic design and marketing skills to create and produce digital signage slides, posters, brochures, PowerPoint presentations, shirt designs, promotional items, and other materials for Campus Recreation.
- Provide assistance for website updates and designs as needed.
- Maintain a working knowledge of all Campus Recreation programs and services.
- Required to work special events outside normal office hours.
- Works cooperatively with other staff and areas of the department to achieve established goals.
- Manage short and long term projects as assigned.
- Performs other work or projects as assigned.

### REQUIREMENTS

- Completion of the application and interview process.
- Provide samples of work as part of the interview process.
- Experience in Graphic Design Courses is desirable.
- Experience with Adobe Creative CS3 or higher.
- Strong knowledge of computers.
- Must be available to work 10 to 12 hours a week, and desire to work in the summer or winter break if available.
- Ability to interact with diverse groups through a variety of situations.
- Ability to operate independently within departmental standards of conduct and professional expectations.
- Strong written and verbal communication skills.
- Enthusiasm, desire to learn, and desire to work as part of a marketing and promotion team.
- As a part of the hiring process, each employee is required to attend an orientation session the last weekend in August which is not paid.