

## JOB DESCRIPTION

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The Learning Resource Center serves students needing assistance in courses or desiring to improve skills such as reading, writing, note taking, test taking and study strategies — skills necessary for effective university-level learning. The Center also provides services that support, supplement, and enrich the University's regular academic curriculum.

We're looking for a Graphic Designer who thrives in a fast-paced environment and welcomes a dynamic workload – from designing flyers to billboard signs to website pages. Knowledge of standard office equipment (printers, copiers, scanners, etc.) is recommended whereas knowledge of graphic design applications (Photoshop, Illustrator, InDesign, Acrobat Reader, etc.) is expected.

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### Personable Qualifications

Graphic Designer must exhibit:

- Effective and positive communication with staff
- Solid independent and collaborative work ethics
- Multi-tasking capabilities
- Responsibility, dependability, and punctuality
- Professionalism in attitude and attire

### Technical Qualifications

Graphic Designer must have functional knowledge of:

- Adobe Creative Suite
  - Adobe Acrobat, Reader
  - Microsoft Office Suite (All programs)
  - Basic design of literature, publication, and advertisements
  - Web design
  - Social Media knowledge and proficiency recommended
  - Mac and Windows OS
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### Prerequisites to Employment

- Enrollment at CSUN (minimum 6 units)
- Available for regularly scheduled in-service training and staff meetings (mandatory)
- Graphic Design Portfolio (mandatory)

### Salary

\$14.00 to \$16.00 per hour depending on experience

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**To apply, contact Rocky Zamora (LRC Staff Coordinator) for an application and interview:**

**Learning Resource Center  
University Library 300 East Wing  
Email: [luis.r.zamora@csun.edu](mailto:luis.r.zamora@csun.edu)  
Phone: (818) 677-2033**

# EMPLOYMENT APPLICATION

DATE APPLIED \_\_\_\_\_ POSITION APPLYING FOR Graphic Designer

NAME \_\_\_\_\_ STUDENT ID \_\_\_\_\_

MAJOR \_\_\_\_\_ CLASS LEVEL \_\_\_\_\_

EMAIL \_\_\_\_\_

PERMANENT ADDRESS \_\_\_\_\_ LOCAL ADDRESS \_\_\_\_\_

CITY/STATE \_\_\_\_\_ CITY/STATE \_\_\_\_\_

PHONE \_\_\_\_\_ CELL PHONE \_\_\_\_\_

**RELATED QUALIFICATIONS**

Indicate any skills and abilities you possess that are related to the requirements of the position for which you are applying.

OFFICE SKILLS

OFFICE EQUIPMENT

OTHER RELATED SKILLS, KNOWLEDGE OR ABILITIES (INCLUDING LANGUAGE SKILLS)

**WORK STUDY**

A WORK-STUDY AWARD IS PREFERABLE, BUT NOT REQUIRED FOR EMPLOYMENT

Have you been awarded work-study funds?    Yes     No

If yes, how much per semester? \_\_\_\_\_

**AVAILABILITY**

How many hours of work per week are you seeking? \_\_\_\_\_

PLEASE LIST YOUR AVAILABILITY FOR EACH DAY BELOW

MONDAY \_\_\_\_\_

TUESDAY \_\_\_\_\_

WEDNESDAY \_\_\_\_\_

THURSDAY \_\_\_\_\_

FRIDAY \_\_\_\_\_

# EMPLOYMENT APPLICATION

Indicate any skills and abilities you possess that are related to the requirements of the position for which you are applying.

RELATED QUALIFICATIONS

HARDWARE/ SOFTWARE	# OF YEARS USED	DETAILED DESCRIPTION OF EXPERIENCE LEVEL
PC		
Windows OS (Specify which versions)		
Mac OS X		
Microsoft Office (Word, Excel, PowerPoint, Publisher, Outlook)		
Adobe Creative Suite (Photoshop, InDesign, Illustrator, After Effects)		
Other Graphic Design Programs (Clip Paint Studio, Corel Draw, GIMP)		
Web Design		
Other		

EMPLOYMENT HISTORY

NAME \_\_\_\_\_

POSITION APPLIED FOR Graphic Designer

**EMPLOYMENT HISTORY:** List all previous employment. Include military experience and relevant volunteer experience. List your most recent employment first.

May we contact your present employer? Yes  No  May we contact your previous employers? Yes  No

If you are considered as a final candidate, your present employer and any relevant previous employer will be contacted for references.

FROM		POSITION HELD: _____	
TO		NAME OF EMPLOYER _____	
HOURS PER WEEK		ADDRESS _____	
STARTING SALARY	CITY	STATE	ZIP CODE
PER			
ENDING SALARY	NAME/TITLE OF SUPERVISOR	PHONE NUMBER	REASON FOR LEAVING
PER			

DUTIES AND RESPONSIBILITIES

FROM		POSITION HELD: _____	
TO		NAME OF EMPLOYER _____	
HOURS PER WEEK		ADDRESS _____	
STARTING SALARY	CITY	STATE	ZIP CODE
PER			
ENDING SALARY	NAME/TITLE OF SUPERVISOR	PHONE NUMBER	REASON FOR LEAVING
PER			

DUTIES AND RESPONSIBILITIES

FROM		POSITION HELD: _____	
TO		NAME OF EMPLOYER _____	
HOURS PER WEEK		ADDRESS _____	
STARTING SALARY	CITY	STATE	ZIP CODE
PER			
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PER			

DUTIES AND RESPONSIBILITIES

I hereby certify that all statements made are true to the best of my knowledge and belief. I understand that my stated pre-employment qualifications are subject to investigation and I hereby authorize the Learning Resource Center to investigate any and all information on this application. I understand that any false statements appearing on any employment form will be sufficient cause for immediate dismissal.

SIGNATURE \_\_\_\_\_ DATE \_\_\_\_\_

**FOR OFFICIAL USE ONLY**

Interviewed By \_\_\_\_\_ Date \_\_\_\_\_ Date of Hire \_\_\_\_\_