JOB DESCRIPTION

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.

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

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
- $12.00 to $15.00 per hour depending on experience

To apply, contact Rocky Zamora (LRC Staff Coordinator) for an application and interview:
Learning Resource Center
Oviatt Library 300 East Wing
Email: luis.r.zamora@csun.edu
Phone: (818) 677-2033
EMPLOYMENT APPLICATION

DATE APPLIED ___________________________    POSITION APPLYING FOR ___________________________

NAME ___________________________    STUDENT ID ___________________________

MAJOR ___________________________    CLASS LEVEL ___________________________

EMAIL ___________________________

PERMANENT ADDRESS ___________________________    LOCAL ADDRESS ___________________________

CITY/STATE ___________________________    CITY/STATE ___________________________

PHONE ___________________________    CELL PHONE ___________________________

---

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)

---

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? ___________________________

---

How many hours of work per week are you seeking? ___________________________

PLEASE LIST YOUR AVAILABILITY FOR EACH DAY BELOW

MONDAY ___________________________

TUESDAY ___________________________

WEDNESDAY ___________________________

THURSDAY ___________________________

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

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

<table>
<thead>
<tr>
<th>FROM</th>
<th>NAME OF EMPLOYER</th>
<th>TO</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

**DUTIES AND RESPONSIBILITIES**

<table>
<thead>
<tr>
<th>POSITION HELD:</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
</tr>
</tbody>
</table>

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** ____________________