Position Description

**Department:** Associated Students Marketing

**Job Title:** Graphic Artist I

**Position Overview:**
Under general supervision of Associated Students Marketing and Public Relations Coordinator, the Graphic Artist is responsible for briefing and providing art direction along with a range of design solutions for various AS projects and events; utilizing design software, office equipment and outsourced vendors to meet project deadlines.

**Duties:**
- Provides creative design newsletters, posters, flyers, banners, digital media, and other forms of advertising
- Brief and update clients through design process of assigned projects.
- Process work orders by accurately logging progress and time spent on projects.
- Performs other related duties as assigned

**Qualifications:**
- Graphic design coursework (Completed or currently taking Art 244/243) or experience required.
- Demonstrated ability to create effective, well organized design pieces
- Thorough knowledge of design, pre-press and printing processes
- Ability to pay close attention to detail
- Ability to proofread design work
- Ability to work without immediate supervision
- Ability to adhere to deadlines
- Ability to establish and maintain cooperative working relationships
- Ability to work effectively in a multicultural environment
- Macintosh experience required, experience with Adobe Illustrator, Photoshop, and InDesign desired.

**Hours:** up to 20 hours per week

**Classification:** I

**Desired Major(s):** College of AMC preferred

**Desired Class Level(s):** Sophomore and above

**Background Check:** Not Required

Last Revised: 5/11/21