



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 In Design 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