ASSOCIATED STUDENTS, INC.
California State University, San Bernardino
invites applications for the position of:

Graphic Design Artist

RATE OF PAY	$12.00 per hour
OPENING DATE	8/1/18
CLOSING DATE	8/31/18
START DATE	9/15/18
EMPLOYMENT STATUS	Student Assistant
LOCATION	Associated Students Inc. at California State University, San Bernardino
HOURS PER WEEK	15-20 Hours per week

JOB DESCRIPTION

An ASI Student Assistant Graphic Designer is tasked with creating visually appealing media for a variety of student organizations on campus. The positions requires an up to date understanding of computer design software and time management skills to work with strict deadlines. This position reports to the Programming Manager and Senior Programming Associate and would be responsible for:

JOB DUTIES

• Create designs for various products for ASI events & services.
• Ability to communicate professionally with coworkers and clients, over a variety of communication mediums
• Maintain ASI website including but not limited to BOD minutes, events and promotions and ensure ADA compliance.
• Keep a log of projects to be used for End of Month Reports to the BOD
• Maintain portfolio of designs and projects departmental
• Ability to work in a team, and independently
• Ability to accept constructive feedback from clients and coworkers
• Work directly with Printing Services to coordinate production requests
• Ability to problem solve
• Willingness to learn
• Ability to use computer software from AdobeSuite (Photoshop, Illustrator, InDesign) toMicrosoft Suite
• Knowledge of Adobe Dreamweaver and basic HTML
• Basic knowledge of printing designs

Eligibility

• Must be a currently enrolled CSU San Bernardino student
• Must be in good academic and judicial standing (not on probation)
• Must have a minimum GPA of 2.00
• Complete courses: ART 232 and ART 238, with a grade of B or better; or equivalent experience

Please attach your 3 best works (from coursework or other) along with your application. Resumes are preferred but not required

FOR MORE INFORMATION ON THE POSITION
E-MAIL: *asi-graphics1@csusb.edu*

5500 University Parkway
San Bernardino, CA 92407
(909) 537-5932