



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

Graphic Design Artist

RATE OF PAY \$14.00 per hour

CD9B-B; '85H9 04/05/19

H5F; 9HG5FH85H9 06/17/19

EMPLOYMENT STATUS Student Assistant

LOCATION Associated Students Inc. at California State University, San Bernardino

HOURS PER WEEK 10-20 hours

JOB DESCRIPTION An ASI Graphic Designer is tasked with creating visually appealing and effective media for Associated Students, Inc. and a variety of student organizations on campus. This position requires an up to date understanding of computer design software and time management skills. This position reports to the Senior Program Associate (S.P.A).

JOB DUTIES

- Create designs, illustrations, and logos for various marketing material for ASI events & services
- Conceptualize visuals based on requirements to reflect the desired theme and tone of the communications
- Meet with clients to determine the scope of a project
- Produce drafts for review by clients and make revisions based on feedback received
- Maintain portfolio of designs and projects that is accessible to the Graphics team
- Work directly with Printing Services to coordinate production requests
- Work with the S.P.A. to ensure final graphics and layouts are visually appealing and on-brand

JOB REQUIREMENTS

- Ability to work in a team and independently
- Ability to accept constructive feedback from clients and coworkers
- Ability to use computer software including, but not limited to, Adobe Suite (Photoshop, Illustrator, InDesign) and Microsoft Office Suite (Word, Excel, PowerPoint, Outlook)
- Basic knowledge of printing designs

PREFERRED REQUIREMENTS

- Pursuing a degree in graphic design or related field
- Completed or plan to complete courses: ART 232 and ART 238, with a grade of B or better; or equivalent experience

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 2.0

Please attach at least three examples of your work (from coursework or other projects) along with your application. Supported formats: pdf, jpg, jpeg, txt & doc