

POSITION DESCRIPTION

Approved On:

May 11, 2022



Position Title: Graphic Designer

Rate of Pay: \$15.00/hr

Employment Status: Student Paraprofessional

Location: San Bernardino Campus

Hours Per Week: 15-20

Description: This position 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 Coordinator.

Learning Outcomes: Student employee will learn and utilize relevant applications of tools and technology in the creation of visual messages. Student employee will develop and apply skills to create communication solutions that address audiences and contexts, by recognizing the human factors that determine design decisions.

Job Duties & Responsibilities

- 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 with the Graphics Manager to ensure final graphics and layouts are visually appealing and on-brand

Minimum Requirements

- Ability to work independently and with others
- Ability to accept constructive feedback from clients and coworkers
- Ability to use computer software including, but not limited to, Adobe Suite (Photoshop, Illustrator, InDesign, Acrobat) and Microsoft Office Suite (Word, Excel, PowerPoint, Outlook)
- Ability to operate macOS
- Basic knowledge of printing designs
- Basic knowledge on grammar and spellchecking

Preferred Qualifications

- 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 student at Cal-State San Bernardino
- Must be in good academic and conduct standing with the university (no probation, conduct violations or proceedings)
- Must have (before applying) and maintain a 2.0 semester/cumulative GPA

For more information on this position, please email asi-hiring@csusb.edu. Please include name and position description.