**POSITION DESCRIPTION**

*Approved On:**April 21, 2025*

**Position Title:** Graphic Designer

**Rate of Pay:** $16.50/hr

**Employment Status:** Student Employee

**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.

**Student Learning**

**Outcomes (SLOs):** 1) Student employee will learn and utilize relevant applications of tools and

technology in the creation of visual messages.

2) 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/team to ensure final graphics and layouts are visually appealing and on brand with the desired request

**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 of 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 B or better, or equivalent experience

**Eligibility**

* Must be a currently enrolled student at California State University, 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 minimum GPA of 2.0 (semester and cumulative)

For more information on this position, please email [asi-hiring@csusb.edu](mailto:asi-hiring@csusb.edu).