

Santos Manuel Student Union
California State University, San Bernardino

JOB DESCRIPTION

Position Title: Graphic Designer

Classification: Student Assistant

Wage: \$16.37 (Level B)

Department: Santos Manuel Student Union Marketing Department

Work Schedule: Up to 16 hours/week as determined by Creative Specialist

GENERAL STATEMENT:

The Graphic Design Intern will support the SMSU Marketing Department by designing print and digital marketing for SMSU and on-campus clients. This individual must be able to work with minimal supervision and be solution driven to keep up with the needs of the department.

JOB DUTIES:

- Develops and creates artwork for advertisement/promotional campaigns
- Coordinates layout and design for above
- Maintains project folder and approval log sheet
- Attends weekly Graphics Meetings
- Performs other duties as assigned

QUALIFICATIONS:

- Major in Graphic Design preferred
- Completion of course ART 342 preferred

EDUCATION:

- Must be currently enrolled
- Minimum 2.0 cumulative and semesterly GPA required at the time of hire and throughout duration of employment

REQUIRED KNOWLEDGE AND ABILITIES:

- **A portfolio of sample work is required**
- Willingness to work with an ethnically diverse and culturally pluralistic student body and staff
- Ability to develop and coordinate all visual aspects of advertising and promotion
- Knowledge of fundamental design, layout, and type faces
- Experience in Adobe Photoshop, Illustrator, and/ or InDesign
- Efficient in Macintosh platform preferred
- Proven communication, interpersonal, and organizational skills.