

Job Description- Graphic Designers

Supervisor:

Marketing Coordinator

Primary Function of Position:

- Responsible for conveying visual messages to Texas State University audiences using multiple mediums
- Provide assistance in designing print, web-based media, and promotional materials
- Responsible for work requests from start to finish, including sending to print, cutting, and laminating
- Design within brand identity guidelines from some projects including use of pre-determined color palettes, templates, fonts, etc.
- Illustrates concept by designing rough layout of art and copy regarding arrangement, size, types size and style, and related aesthetic concepts
- Attend routine meetings and collaborate with co-workers
- Adhere to all departmental guidelines and policies

Qualifications:

- **Proficient knowledge of Adobe Photoshop, Illustrator, or InDesign**
- Understanding of print materials including paper products, laminate, etc.
- Must have ability to organize and prioritize multiple design projects at a time and to meet hard deadlines
- Customer-focused, organized, and detail-oriented
- Ability to work in a fast-paced environment with quick turn-around times
- Needs to be creative and flexible within brand guidelines

Wages/Scheduling:

Routine office hours will be scheduled on weekdays between 8am to 5pm for editing and can be designed around courses. The position offers approximately 10 hours a week at \$10.50 an hour. Two long semesters worked with positive evaluations could result in a .25 wage increase.

Evaluation:

All Campus Recreation student staff undergo routine evaluations with supervisors as a student development opportunity. Opportunities will also exist to evaluate upwards.

Other:

- In accordance with the Student Success Division/Campus Recreation Office Strategic Plan, other duties as assigned.

