



CALIFORNIA STATE UNIVERSITY, LOS ANGELES
**UNIVERSITY
STUDENT UNION**

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Office Hours:
Monday-Friday
8:00a.m.-5:00p.m.

The University-Student Union is an Affirmative Action/Equal Opportunity Employer. Applicants will be considered without regard to their race, color, religion, marital status, national origin, sex, age, pregnancy, sexual orientation, disability, military and veteran status, or other status protected by state or federal regulation within the limits imposed by law.

In order to be eligible for employment with the University-Student Union, a student assistant must be officially admitted to the University and must have at least a 2.0 G.P.A.

The person holding this position is considered a "mandated reporter" under the California Child Abuse and Neglect Reporting Act and is required to comply with the requirements set forth in CSU Executive Order 1083 as a condition of employment.

A background check (including a criminal records check) must be completed satisfactorily before any candidate can be offered a position with the CSU. Failure to satisfactorily complete the background check may affect the application status of applicants or continued employment of current CSU employees who apply for the position.

STUDENT ASSISTANT JOB OPPORTUNITY GRAPHIC ARTIST (JUNIOR)

- Hourly Rate:** \$12.25 per hour; non-exempt classification
Work Schedule: Up to 20 hours per week, to be arranged with Director of Graphics and Marketing.
Training Period: Two months, with possibility of extension.

General Statement:

The Graphic Artist (Junior) is responsible for creating and coordinating all visual aspects of advertising and promotion for each operating unit of the University-Student Union. In addition, s/he will oversee all aspects of production for the above. In coordination with Director of Graphics and Marketing, s/he will develop promotional ideas and complete publicity requests.

RESPONSIBLE TO: Director of Graphics and Marketing

Specific Duties and Responsibilities:

- Creates and develop all designs aspects (concept development, typography, color correction and page layout) for promotional campaigns with Director of Graphics and Marketing.
- Setup all print ready files for print production.
- Creates all digital assets for web and social media promotions.
- Archive all digital assets for each promotional campaign.
- Maintains project folder and approval log sheet.
- Coordinates with Graphics Coordinator for print production.
- Assist in photo shoot setup and taking event photos.
- Assist in large format signage installation.
- Develop a monthly report with work progress.
- Submit a monthly report of progress.
- Attends bi-weekly Graphic Department meeting.
- Attends the mandatory bi-annual U-SU employee training (U-SET).
- Performs other duties as assigned.

Required Qualifications:

- Prior work experience in graphics design or print production is required.
- A portfolio of sample work is required.
- Willingness to work with an ethnically diverse and culturally pluralistic student body And staff.
- Ability to develop concepts to print production in all visual aspects of advertising and Promotion.
- Knowledge of fundamental design, layout, and typography is required.
- Strong interpersonal and group communication skills in a team work environment.
- Strong organizational and problem-solving skills.
- Work well under pressure and deadline driven.
- Must have knowledge in Adobe Creative Suite (Photoshop, Illustrator and/or InDesign) is required.
- Efficient in Macintosh platform preferred.

Closing Date: Review of applications will begin on **04/26/2019** and continue until the position is filled; however, the position may close when an adequate number of qualified applications are received. You may print an application from our website: www.calstatela.org/usu/employment or visit our office in the University-Student Union room 306. A completed application is required.