STUDENT ASSISTANT JOB OPPORTUNITY
Graphic Artist I (Junior)

Hourly Rate: $11.50/hour; non-exempt classification

Work Schedule: Up to 20 hours per week as developed with the Director of Graphics and Marketing.

Training Period: Two months with possibility of extension.

General Statement:
The Graphic Artist I 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.

Specific Duties and Responsibilities:

• Develops and creates all artwork for advertisement/promotional campaigns with Director of Graphics and Marketing
• Coordinates layout and design for above
• Develops copy for above
• Maintains project folder and approval log sheet
• Coordinates with Graphics Coordinator for printing of projects
• Attends bi-weekly Graphic Department meetings
• Writes monthly report of progress
• Performs other duties as assigned

SKILL REQUIREMENTS:

• Prior work experience in graphics design or printing field 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 and coordinate all visual aspects of advertising and promotion
• Knowledge of fundamental design, layout, and typography
• Must have knowledge in Photoshop, Illustrator and/or InDesign
• Efficient in Macintosh platform preferred
• Proven communication, interpersonal, and organizational skills

Closing Date:
Review of applications will begin September 25, 2018 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.edu/usu/employment and deliver to our U-SU Administration Office in Room 306. A completed application is required.