



- I. **Title:** Graphic Artist
- II. **Description/Scope:** Responsible for proper completion of graphic design and layout assignments. The emphasis of this operation will be to design visual material needed to promote the University Union and the Office of Student Life, its programs and operations.
- III. **Supervisor:** Marketing & Graphic Design Specialist, Ticketing & Information Services Manager
- IV. **Pay Rate: \$12.00/hour**
**Compensation according to the University Union Wage Rate Guidelines (updated winter 2023)*
- V. **Time Commitment:**
Graphic Artists must work approximately 15-20 hours per week during the school year preferably between the hours of 8am and 5pm. This position may require working some nights and weekends. Up to 40 hours of work are available during most of the summer term, mid-May through end of August.
- VI. **Responsibilities:**
 - a. Conceptualize, design and prepare posters, brochures, flyers, table tents, banners and other promotional materials.
 - b. Organize, utilize and maintain art and graphic materials as needed for the preparation of promotional materials.
 - c. Create a work project schedule to efficiently balance workload and become familiar with the team's project management system and workflow
 - d. Produce a file of all original materials developed for the University Union, the Office of Student Life and other clients and regularly backup projects to the archives.
 - e. Maintain an up-to-date photo archive of University Union and the Office of Student Life events, student activities, artwork, room locations and other events or locations as they arise.
 - f. Consult with clients via email, phone or in person as needed to complete projects with efficiency, quality and customer satisfaction.
 - g. Learn how to operate and train others on the iMac computer components, accessories and software including: the scanner, printer, digital camera, laminator, banner maker and design programs.
 - h. Develop knowledge of the latest graphic design techniques.
 - i. Responsible for special project areas that will be assigned each semester.
 - j. Attend weekly staff meetings and regularly communicate with team members to resolve design tasks and apply feedback to projects
 - k. Completion of all other duties assigned by the Marketing & Graphic Design Specialist and Graphics coordinator.

VII. Qualifications:

Applicant must have artistic skills in design and layout. Computer knowledge with Adobe InDesign, Illustrator and Photoshop is highly recommended.

NOTE: Samples of original artwork will be examined at the interview.

****All University Union employees must be enrolled in at least 6 undergraduate or 5 graduate credits per semester while maintaining a minimum cumulative GPA of 2.5 and have a minimum of two semesters of schooling left at time of hire.**