

Graphic Designer

Pay Classification: Student Assistant Level II; \$17.00-\$17.75 per hour.

Work Schedule: Up to 20 hours per week as assigned.

Training Period: 90 days probationary period with possibility of extension.

General Statement:

Under the supervision of the Manager of Marketing, Programs and Assessments, the Graphic Designer is responsible for developing, designing, and creating all visual aspects of advertising and promotion for the Loker Student Union (LSU).

Specific Duties & Responsibilities:

- Develop, design and create promotional materials, displays and artwork for ad/promo campaigns.
- Provide creative design, typesetting, and layout for reports, brochures, posters, flyers, banners, online promotion and other forms of advertising.
- Effectively utilize illustrations and photography to enhance print material.
- Develop and create LSU Calendar of Events and campus-wide events promotional material as needed.
- Consults with Manager, Marketing, Programs and Assessments to develop ad/promo packages as requested.
- Design, edit, and enhance images suitable for internet publishing.
- Create PDF for forms, documents, and/or large publications.
- Receive and complete a high volume of publicity request for the LSU.
- Perform other duties and/or special projects as assigned.
- Adheres to LSU and Student Assistant Employee Handbook policies and procedures.
- Attend required student employee staff meetings and trainings.
- Ensure that the area is clean, well-maintained and organized.

Skill Requirement:

- Willingness to work with an ethnically diverse and culturally pluralistic student body and staff.
- Proven experience and ability in Graphic Design.
- Proven knowledge and ability to use Apple and Windows PC platforms, Adobe Creative Suite CS6 (Adobe Photoshop, Adobe Illustrator, Adobe InDesign, Adobe Acrobat, Dreamweaver), and Microsoft Office programs.
- Ability to develop and coordinate all visual aspects of advertising and promotion.
- Ability to perform color separations and digital photo editing.
- Knowledge of layout and typesetting.
- Knowledge of the principles of graphic design and typography including the ability to design, layout, and prepare finished artwork to develop a visual product.
- General knowledge of printing and production techniques.
- Able to work independently without close supervision.
- Proficient verbal and written communication skills.
- Good organizational skills: ability to prioritize, complete assigned work duties and handle a wide variety of tasks.
- Attention to detail.

Employment Eligibility:

Employment with LSU is open to any qualified CSUDH student enrolled at least half time, 6 units undergraduate or 4 units graduate, and has a legal right to work in the United States. In addition, the student employee must at least have a 2.0 cumulative G.P.A. for undergraduate students and 3.0 cumulative G.P.A for graduate students. Individuals enrolled only in extension courses are not eligible for hire.

Closing Date:

Review of applications will begin on **May 6, 2024** 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 applications from our website:

www.lsucsudh.org click on employment or visit our administration office in the Loker Student Union Room 131.