Position Description

Position title: Graphic Designer student worker

Hours/week: up to 16 hrs. (Monday to Friday)

Rate of pay: $12.00 per hour

Position Summary: The Confluencenter for Creative Inquiry seeks a part-time, undergraduate student worker to design and produce promotional materials for electronic and printed distributions. The graphic designer student worker will work closely with the team. The position will be available January 2021.

Duties:

- Design materials for both print and electronic distribution
- Produce graphics for websites and social media
- Complete special design projects on an as-needed basis
- Using computer software to execute designs
- Communicate design strategy and ideas through text and image
- Establish creative thinking
- Maintain university branding consistency in all Confluencenter design
- Assist with photography for events and materials
- Help facilitate activities, programs and events
- Help produce marketing & promotional materials for events
- Work with and be part of the Confluencenter team
- Assist with other related work as required

Skills needed:

- Artistic sensibility – knowledge about design elements, such as color and composition. Artistic ability and creativity are essential.
- Technical skill – knowledge to use design software programs such as Adobe: Illustrator, InDesign and Photoshop
- Communication ability – ability to present ideas – both verbally and visually
- Organization – ability to be organized in order to meet deadlines
- Computer proficiency in Adobe: Illustrator, InDesign and Photoshop, Microsoft Word and Power Point
- Enthusiastic team player that possess strong design skills, organization and community skills

Please note that the Confluencenter supports some activities that occur during the evening and occasionally on weekends. We will ask you to assist at some of these events if you are available, and we will adjust your regular work hours accordingly.