

JOB DESCRIPTION

TITLE: Graphic Design Assistant

SUPERVISOR'S TITLE: Coordinator of Health Education and Promotion

GENERAL SUMMARY: The Graphic Design Assistant is a student staff member in the Center for Health Education and Promotion/Student Health Service. The Graphic Design Assistant is responsible for using graphic design experience and skills to assist in the development of publications and promotion/marketing materials for the Center for Health Education and Promotion/Student Health Service.

QUALIFICATIONS:

1. Experience in Adobe InDesign, Adobe Photoshop, Adobe Illustrator, and other desktop publishing software
2. Ability to effectively represent the Center for Health Education and Promotion/Student Health Service to student organizations, campus departments, and outside vendors
3. Excellent written and oral communication skills
4. Ability to handle a variety of tasks; use good time management skills
5. Ability to work independently, be a "self-starter" and accept individual responsibility for projects, yet collaborate effectively as a member of the Center for Health Education and Promotion/Student Health Service team
6. Not afraid to ask questions
7. Good standing with the University (both academic and disciplinary)
8. Previous graphic design experience (paid, volunteer, class)
9. Organized, responsible, and detail oriented
10. Creative and resourceful

DUTIES AND RESPONSIBILITIES:

1. Produce posters, flyers, brochures, and other promotional materials for programs and services
2. Assist with development and implementation of marketing plans for the Center for Health Education and Promotion/Student Health Service.
3. Provide training, as needed, for Center for Health Education and Promotion/Student Health Service staff members using Adobe Suite and other desktop publishing programs, resources, and techniques.
4. Occasionally meet with Peer Health Education staff and professional health education staff for the creation of publications to advertise and promote activities.

REMUNERATION:

1. Approximately 8-10 hours per week
2. \$8.25 per hour



Center for Health Education and Promotion
Student Health Service

8/08 AM

