General Description

The Program Assistant for Publications Design is a student staff member in the Office of Student Development, directly supervised by the Student Affairs Communications Director. The Program Assistant for Publications Design is responsible for using graphic design experience and skills to assist in the development of Office of Student Development and related areas publications and assist student organizations with publications and other projects.

As a staff member with the Office of Student Development, the Program Assistant for Publications will also be expected to contribute to the implementation of the Office of Student Development Vision Statement, to value and empower fellow students, and to assist with various duties in the Center For Leadership, Service, and Involvement (CLSI) and/or the Office of Student Development when needed. Members of the Office of Student Development perform their work in a highly collaborative environment and should expect to work closely with student and professional staff to complete the responsibilities listed below.

Specific Responsibilities

• Produce posters, flyers, brochures, and other promotional materials for programs Office of Student Development, including but not limited to, leadership, community service, Greek Life, and student organization events and activities
• Assist with developing and implementing marketing plans for the Office of Student Development
• Meet with student organization members to provide support for the creation of publications to advertise and promote student organizations and their activities
• Work with CLSI staff members to assist with their publication needs
• Provide training for CLSI staff members using the Adobe Creative Suite and other desktop publishing programs, resources, and techniques

Qualifications

• Good standing with the University (both academic and disciplinary)
• Macintosh computer skills and experience in Adobe Creative Suite and other desktop publishing software
• Previous graphic design experience (paid, volunteer, class)
• Ability to collaborate effectively as a member of a team
• Ability to work independently and accept individual responsibility for projects or assignments
• Organized, responsible, and detail oriented
• Strong written communication skills
• Creative and resourceful
• Ability to effectively represent the Office of Student Development to student organizations, campus departments, and outside vendors

Remuneration

• Approximately 10-15 hours per week
• $9.00 per hour