



Job Description

Title: Graphic Designer

Pay Type: Hourly

Wage Amount: \$10-12/hr

Department: Creative Zone

Work Schedule: 8-10 hours/week, flexible

Description:

Under the general supervision of SLIC professional staff members, the Graphic Designer is a student employee who is responsible for creating and coordinating a range of graphic design pieces, enhancing print and electronic material, and processing work-orders for student organizations and various campus departments. Work could be, but is not limited to flyers, signage table-tents, brochures, t-shirt design, banners, and electronic media.

Job Duties:

- Provides creative design, typesetting, and layout for various marketing material
- Effectively utilizes illustration, photography, and stock art to enhance print material, while keeping in mind good design principles
- Meets and keeps in contact with clients to provide project updates
- Works as a member of the Creative Zone team to provide quality customer service to clients
- Processes work orders, accurately logging project progress, and time spent on projects
- Attends weekly meetings with supervisor as well as bi-semester department meetings
- Serves as a “creative consultant” to clients, which may include working “one-on-one,” sharing ideas about design, etc.
- Possesses a working knowledge of USD’s brand and visual identity
- Performs other related duties as assigned

Qualifications:

Education:

- Must be enrolled as a full-time student at the University of San Diego, preferably in the College of Arts and Sciences (Art’s Visual Communication and New Media programs, or Communication Studies’ Images and Influence and Media Arts and Culture programs) or the School of Business Administration (Marketing program)
- Must have a cumulative GPA of 2.5 or higher

Experience:

- Art/graphic design coursework and experience preferred
- Experience with Adobe Illustrator, Photoshop and InDesign required
- Efficiency with Macintosh iOS platform preferred

Knowledge and Skills:

- Ability to visually communicate the needs for each individual marketing request
- Demonstrate ability to create effective, well-organized design pieces
- Has thorough knowledge of design, pre-press, and printing processes
- Ability to pay close attention to detail
- Ability to proofread design work
- Ability to work alone and as a team
- Ability to adhere to deadlines
- Ability to establish and maintain cooperative working relationships
- Must have enthusiasm for working effectively in a diverse and inclusive environment
- Has strong communication, organization, customer service, and problem-solving skills
- Ability to take constructive criticism and suggestions from peers and supervisors
- Must have effective time-management skills

Supervision:

General supervision provided by a SLIC staff member.

Principle Contacts:

- Supervisor
- Creative Zone Team
- Associated Students
- Torero Program Board
- USD Printshop
- Campus Departments
- Student Organizations
- University Relations
- SLIC Work/Study Student Employees

Typical Working Conditions:

Work is typically performed in indoor environment. Ability to arrive at work on time for all scheduled work shifts, except in the event of an emergency. Ability to work during holidays, finals weeks, and during academic interim and break periods required. Ability to sit, stand, and work for extended periods required. Time management skills required with ability to adhere to deadlines. Ability to work in shared office space required. Must be flexible, adaptable, and readily able to adjust to changes in the work environment. Position requires daily public contact.