University Libraries
Student Employee: Graphic Designer

Pay Rate: Entry Level: Minimum wage

General Description:
To assist the communications office with the promotion of events, programs and services for University Libraries.

Duties and Responsibilities:

1. Design and produce announcements and publicity content on University Libraries’ services, events, activities, personnel and associated groups for newsletters, social media and additional marketing media
2. May need to attend some Library events (few may be outside of business hours)
3. Assist with various administrative tasks as assigned

Required Qualifications:

1. Reliable work ethic
2. Basic familiarity and strong desire to further knowledge in:
   - Adobe Creative Cloud software (InDesign, Photoshop, Illustrator, Acrobat)
   - Microsoft Office software, such as Word, PowerPoint and Excel
3. Demonstrates ability to follow directions and retain information
4. Displays a professional attitude, friendliness and service-oriented demeanor at all times
5. Possesses strong interpersonal and communication skills, patience and the ability to work well with others
6. Exhibits motivation and enthusiasm for learning new technologies and skills
7. Capable of assuming responsibility and works well without supervision
8. Ability to carry out assigned duties and projects to their completion or resolution
9. Ability to work in a team-oriented environment

Preferred Qualifications:

1. Experience with DSLR photography and videography
2. Academic interest in visual design or related field

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