



Job Description- Graphic Designers

Supervisor:

Marketing Coordinator

Primary Function of Position:

- Responsible for conveying visual messages to Texas State University audiences using multiple mediums.
- Provide assistance in designing print, web-based media, and promotional materials
- Responsible for work requests from start to finish, including sending to print, cutting and laminating
- Design within brand identity guidelines from some projects including use of pre-determined color palettes, templates, fonts, etc.
- Illustrates concept by designing rough layout of art and copy regarding arrangement, size, types size and style, and related aesthetic concepts
- Attend routine meetings and collaborate with co-workers
- Adhere to all departmental guidelines and policies

Qualifications:

- Proficient knowledge of Adobe Photoshop, Illustrator, or InDesign
- Understanding of print materials including paper products, laminate, etc.
- Must have ability to organize and prioritize multiple design projects at a time and to meet hard deadlines
- Customer-oriented
- Ability to work in a fast-paced environment with quick turn-around times
- Creative and flexible
- Organized and detail oriented

Wages/Scheduling:

Routine office hours will be scheduled on weekdays between 8am to 5pm for editing and can be designed around courses. The position offers approximately 10 hours a week at \$9.50 an hour.

Evaluation:

All Campus Recreation student staff undergo routine evaluations with supervisors as a student development opportunity. Opportunities will also exist to evaluate upwards on an anonymous basis.

Other:

- In accordance with the Student Affairs Division/Campus Recreation Office Strategic Plan, other duties as assigned.
- Texas State University is an Equal Employment Opportunity/Affirmative Action Employer, committed to inclusive thoughts and action in support of our diverse community. Individuals from historically underrepresented groups and all those who share our commitment to inclusivity and passion for the strength of our diversity are strongly encouraged to apply.

