

STUDENT POSITION DESCRIPTION

UNDERGRADUATE STUDENT GRAPHIC DESIGNER

Hiring Department: Administration/Communications

Supervisor: Sara LeStrange

Hours per week: 10

Length of appointment: Ongoing. Minimum one year preferred

Application Deadline: Ongoing

POSITION OVERVIEW

Student Graphic Designers assist the Manager of Communications with digital and print design for web, social, print collateral and promotional items for the Office of the Dean of Students and all the areas within. Student Graphic Designers work in a fast-paced and changing environment and manage a variety of projects while gaining valuable experience and growing their portfolios.

Position will pay \$10.80 per hour

STUDENT LEARNING ASSOCIATED WITH THIS POSITION

1. **Humanitarianism and Civic Engagement** – Learn appropriate and accessible outreach to meet the varied needs of our diverse student population.
2. **Intrapersonal/Interpersonal Development** – Articulate design decisions and reasoning while managing conflict and working collaboratively with teams.
3. **Personal and Professional Competence** – Learn to communicate effectively about design direction, pursue goals and maintain well-being in a creative work environment.
4. **Learning, Application, and Integration** – Enhance Adobe Creative Suite learning and apply understanding of different areas in the Office of the Dean of Students to design projects.
5. **Critical Thinking and Problem Solving** – Creatively develop design solutions for communications needs.

QUALIFICATIONS

- Design experience with portfolio of work
- Full or part time degree-seeking undergraduate student
- Adobe Creative Suite fluency
- Position requires strong communication skills, attention to detail, receptiveness to feedback and the ability to produce results with limited supervision

DUTIES AND RESPONSIBILITIES

- Manage design projects assigned by the Manager of Communications through completion (ready to post or packaged to print)
- Maintain brand guidelines and standardization for varied audiences, units and projects
- Respond appropriately to design feedback, offer suggestions and find solutions for functional design

HIRING PROCESS

1. Email portfolio link and resume to lestrange@austin.utexas.edu
2. Manager of Communications interviews selected applicants
3. Position is offered at the discretion of the Manager of Communications, based on position availability and workload