General Information

<table>
<thead>
<tr>
<th>Position:</th>
<th>Graphic Designer</th>
<th>Branch:</th>
<th>Executive</th>
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</thead>
<tbody>
<tr>
<td>Pay Rate/Authorized Hours:</td>
<td>B-4 $9.55/hr. 20 hrs/week</td>
<td>Position Type:</td>
<td>Part-Time</td>
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<tr>
<td>Direct Supervisor:</td>
<td>SGATO Programs Coordinator</td>
<td>Possible Travel:</td>
<td>Yes</td>
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<tr>
<td>Employment Length:</td>
<td>Varies by Position</td>
<td>Working Over Authorized Hours:</td>
<td>Yes with prior written authorization</td>
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Job Description

Our Graphic Designer is responsible for developing all images and graphics for the Executive Branch. Additionally, they shall serve as a graphics and marketing resource for all members of Student Government.

ROLE AND RESPONSIBILITIES

- Work alongside the Director of Marketing and Communications and the Multimedia Specialist to ensure all communication is clear and concise to our target audience.
- Develop Student Government graphics for all marketing initiatives and advertising.
- Work cohesively with the other Branches and Directors in Student Government.
- Maintain and help create a brand for Student Government through intentional and consistent marketing efforts.
- Perform any other duties necessary to execute the mission of the Executive Branch.

QUALIFICATIONS AND EDUCATION REQUIREMENTS

- Must be in good academic standing (maintain minimum cumulative institutional 2.5 GPA for Undergraduate students and 3.0 GPA for graduate students).
- Must be actively enrolled for a minimum of 6 credit hours as an undergraduate degree-seeking student or a minimum of 4 credit hours as a post-baccalaureate student during the fall and spring semesters.
- Must not be under current disciplinary probation, suspension or expulsion.
- Must have the ability to set and meet consistent deadlines
- Must have a creative eye and experience creating a brand
- Experience in an office setting and/or corporate working environment; display business etiquette
- Must be proficient in Microsoft Office.
- Must be proficient in Graphic Design and Web Design
- Must be proficient in Photoshop, Illustrator, InDesign, and similar programs
- Strong writing, speaking and listening skills

WORKING CONDITIONS

20 HOURS A WEEK IN AN OFFICE ENVIRONMENT, EVENTS, OR SHOWCASING.

This information is not designed to be a complete inventory of the job’s duties, responsibilities, and qualifications. Rather, it's designed to give the general nature and level of work to be performed by employees assigned to this job title.

Last Updated: May 22nd, 2017