General Information

<table>
<thead>
<tr>
<th>Position:</th>
<th>BullsMedia Graphic Designer</th>
<th>Agency:</th>
<th>BullsMedia</th>
</tr>
</thead>
<tbody>
<tr>
<td>Pay Rate/Authorized Hours:</td>
<td>B-2 $8.85/hour @ 15 hours/week</td>
<td>Position Type:</td>
<td>Student Temporary Employee (TSE)</td>
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<tr>
<td>Direct HR Supervisor:</td>
<td>SGATOCordinator or designee</td>
<td>Possible Travel:</td>
<td>Yes</td>
</tr>
<tr>
<td>Employment Length:</td>
<td>Varies by Position</td>
<td>Working Over Authorized Hours:</td>
<td>Yes, with prior written authorization from direct supervisor</td>
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Position Description

The Graphic Designers are responsible for developing all images and graphics for BullsMedia. Additionally, they shall serve as a graphics and marketing resource for all departments of BullsMedia.

Roles and Responsibilities

- Work alongside the BullsMedia Assistant Director of Marketing to ensure all communication is clear and concise to USF students.
- Develop graphics for all BullsMedia marketing initiatives and advertising to platform specifications including web, print, etc.
- Work collaboratively with the SG Marketing team to learn and adhere to SG and University standards.
- Work cohesively and outreach with the other departments within BullsMedia for the creation of new media.
- Maintain and help create a brand for BullsMedia through intentional and consistent marketing efforts.
- Obtain approval of concepts by submitting draft layouts for approval.
- Complete tasks as delegated by the BullsMedia Assistant Director of Marketing, including but not limited to: social media, marketing efforts, etc.
- Perform any duties necessary to execute the mission of BullsMedia.

Minimum 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.

Preferred Qualifications

- Should be able to think critically and logically in any given situation.
- Should have strong organization, and analytical skills.
- Should have the ability to take initiative in the workplace and create strategic goals.
- Experience working within a team dynamic.
- Should be proficient in Microsoft Office Suite, Photoshop, Illustrator, InDesign, Adobe Premier and/or After Effects, and other similar software/design editing programs.
- Should be proficient in graphic design and web design.

Working Conditions

10-15 hours a week in an office environment. May have to travel within the state and on campus for Student Government conferences and meetings.

*This information is not designed to be a complete inventory of the position'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 position title.*