JOB SUMMARY: The graphic designer is responsible for delivering the services offered by the Graphics Media Center.

SUPERVISION: This position reports directly to the Graphics Media Center Manager. Additional supervision is provided by a Student Center Operations Manager and other members of the full time staff.

Responsibilities include, but are not limited to:
- Provide high level client/customer interaction throughout the design and production stages of projects
- Manage daily billing/receiving process including departmental transfers, cash, and diamond dollars transactions.
- Manage a shared, web based e-mail account
- Assist customers with posting policy forms
- Maintain GMC materials and equipment
- Coordinate workflow with other designers
- Troubleshoot minor technology issues on computers/printers/laminator
- Attend mandatory meetings, trainings, events and complete in-service curriculum requirements
- Perform other duties as assigned

QUALIFICATIONS:
- A cumulative and term GPA of 2.5 or better at the time of application. A per semester GPA of 2.5 or better must be maintained throughout employment.
- Strong working knowledge of Adobe Creative suite applications
- Strong understanding of graphic design principles including layout and production
- Must furnish an electronic portfolio (paper portfolio may be accepted in rare instances)
- Understanding of web, small format and large format design process
- Availability on weekdays between 8:30am and 7pm and Saturday between 11am and 5pm

SCHEDULE: This position requires open availability on weekdays between 8:30am – 7 pm and Saturdays between 11 am – 5 pm. Typically, designers will work 15-20 hours per week. At no time should any student employee work overtime without prior approval from their supervisor.