

# Graphic Designer

University Student Union (USU)

Revised 19.10.12



University Student Union

## No. of Openings

1 • Part-Time

## Work Schedule

20 hours / Weekdays • 8 a.m. to 5 p.m.

## Wage/Salary

\$12

## Rate of Pay

Bi-Weekly

## Employment Start Date

10/15/19 (anticipated)

## Employment End Date

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## Job Description

Graphic Designers are responsible for designing effective print, digital and motion graphics to best promote Student Involvement and USU programs, initiatives and events to meet client objectives within project deadlines.

## Responsibilities:

- Develop layouts, original graphic elements and illustrations for print, collateral, signage, social media and screen graphics.
- Establish the overall look and content for products and communication materials that comply with University branding, editorial and accessibility standards.
- Research design inspiration in order to produce sketches, mood boards or style scapes to present to the client.
- Communicate with client program representatives to determine objectives and creative direction.
- Maintain organized project files, office supplies and department equipment.
- Perform other duties as assigned. (During crunch times, this may include assisting with signage, social media management and website editing.)

## Qualifications

- Current Fresno State student pursuing a degree in graphic design or a related field. (Additional graphic design experience may be substituted for the education requirement.)
- Experience (1 year) designing graphics for promotional materials, signage or social media.
- Experience with Adobe Illustrator and Photoshop. (InDesign experience preferred.)
- Ability to meet deadlines while working independently and collaboratively on projects.
- Strong attention to detail, organization, time management and self-motivation skills.
- Strong interpersonal communication skills (i.e. customer or client services experience).

## Application Details

Upload the following documents to the HireFresnoState job posting by the stated deadline for consideration:

- [Part-Time Employment Application](#)
- Resume with related experience

For inquiries or to submit a paper application, contact the Student Involvement Center:

### In-Person

University Student Union 306

Weekdays • 8 a.m. to 5 p.m.

### Email

aesguerra@csufresno.edu

### Phone

559.278.0505

**Organization Description**

The USU is the heart of student life and central gathering space at Fresno State. Open seven days a week, the USU is where students come to eat, study, socialize, bowl and develop leadership skills.

Housed within the USU, the Student Involvement Center provides Vintage Days to Commencement and promote student engagement and cultivate personal growth through support and teamwork, service, growth and learning, leadership and inclusion.

Student employees and interns are the faces of the USU services and Student Involvement programs.. Visit [bit.ly/usu-jobs](http://bit.ly/usu-jobs) for descriptions and check HireFresnoState employment opportunities in the following capacities:

- Customer Service :: Box Office, Bulldog Bowl, Information Center, Reservation Center, Student Involvement Center
- Public Relations and Marketing :: Graphic Designer, Videographer
- Building Services :: Custodial, Maintenance
- Stage Production :: Technician

**Job Location**

NORTH AMERICA - USA CALIFORNIA - CENTRAL VALLEY  
Fresno, CA

**Position Type / Eligibility**

On Campus (Student Assistant; Auxiliary; Federal Work Study)  
U.S. Work Authorization Required

**Primary Job Function**

Creative/Design; Marketing; Social Media

**Job Industry**

Education & Research; Public Service

**Screening Criteria**

Classification – Freshman; Sophomore; Junior; Senior

Required U.S. Work Authorization – U.S. Citizen; I-765; Permanent Resident; F-1; J-1; H-1

Minimum GPA – 2.0