

CALIFORNIA STATE UNIVERSITY, FRESNO, ASSOCIATION, INC.

Position Title: Graphics Designer

Part time Student - 12-15 hours per week

Department: PR/Graphics, University Student Union

Reports To: Operations Services Coordinator, University Student Union

I. General Responsibilities: This person will create and design promotional materials for the University Student Union and other organizations/groups.

II. SPECIFIC RESPONSIBILITIES

- A. Assist with creation, design, and layout of University Student Union, off campus and on campus clients' materials including: illustrating, proofing, gathering assigned information for design ideas, and utilizing design methods and resources as necessary for completion of projects.
- B. Must work closely with the clients in meeting their graphic design and marketing needs under established deadlines.
- C. Must maintain supplies and equipment.
- D. Perform other duties as assigned.

III. MINIMUM QUALIFICATIONS

- A. Ability to create, design, produce promotional materials, presentation materials, and displays.
- B. Proficient with the Apple Macintosh computers and various hardware and peripherals.
- C. Knowledge of Adobe Pagemaker, Adobe Illustrator, and Photo Shop software.
- D. Must meet deadlines and successfully work under pressure.
- E. Must possess good customer service skills, including good written and verbal communication abilities.