

## Graphic Designer

Department: PR & Graphics

Office: University Student Union, room 306



University Student Union

### Work Schedule:

Weekdays; 10 hours per week

### Wage:

\$12 per hour

### Job Description:

Graphic Designers are responsible for the creation of high-quality print, digital and motion graphics to best promote Student Involvement and USU programs, initiatives and events to meet client objectives within project deadlines.

### Responsibilities:

1. Communicate with professional staff and external clients to meet objectives and deadlines.
2. Develop mood boards and proofs for internal and client review.
3. Work independently in a fast-paced environment, prioritizing tasks from multiple projects.
4. Collaborate with Videographer to design motion graphics for video projects.
5. Maintain organized project files, office supplies and department equipment.
6. Perform other duties as assigned, including assisting with signage, social media management and website editing.

### Minimum Qualifications:

1. Current Fresno State student, pursuing a degree in graphic design (BFA preferred).
2. Proficiency with designing promotional materials, social media graphics and signage.
3. Proficiency with macOS and Adobe Illustrator, Photoshop and InDesign.
4. Ability work independently and collaborate on projects to meet deadlines.

### Desired Skills:

1. Excellent interpersonal communication skills(i.e. customer service or client services experience).
2. Strong attention to detail, organization, time management and self-motivation skills.
3. Experience with photography and videography, including creating motion graphics.
4. Knowledge of social media management and/or content best practices.
5. Experience using Google Suite, Asana and Box desired.

### Reports to:

University Student Union Marketing Coordinator

### To apply:

Download and complete an application from [bit.ly/usu-jobs](http://bit.ly/usu-jobs). (Applications also available in the Student Involvement Center (USU 306).)

For inquiries, please contact Student Involvement at [getinvolved@csufresno.edu](mailto:getinvolved@csufresno.edu) or call 559.278.2741.