



EMPLOYMENT OPPORTUNITY

Associated Students
at Sacramento State

A Team Graphic Designer

Position Summary: Under the direct supervision of the Associate Director of Student Engagement and Outreach (SEO), the Graphic Designer shall assist the A Team in promoting Associated Students, Inc. programs by creating flyers, posters, postcards, digital displays, and other public relations and marketing materials. The graphic designer will also perform a number of general department-wide marketing and office administrative activities.

Start Date: Spring 2018
Time Base: Part-time, up to 15 hours per week
Application Deadline: TBD
Compensation: \$11.50 per hour
GD195 academic credit may also be available

ESSENTIAL DUTIES & RESPONSIBILITIES

- Design and produce marketing materials following the department style guide.
- Plan and implement print layouts for multi-page publications, integrated marketing campaigns, and individual collateral pieces.
- Meet with clients to understand their vision and generate clear and concise project sheets and reports.
- Ensure deadlines are met and all projects are seen through to completion and printing.
- Assist in the implementation of designs for online distribution.
- Assist in overall outreach efforts for ASI including creative input, dissemination of promotional materials, and providing support to all areas of ASI.
- Maintain archives of individual projects, drafts and final proofs.
- Perform various administrative functions including answering phone calls, checking emails, copying, faxing, printing, etc.
- Establish and maintain excellent working relationships with professional career staff and meet deadlines for all projects.
- Other duties may be assigned.

CORE COMPETENCIES

- Ability to understand and analyze marketing and design concepts
- Exceptional customer service skills
- Ability to organize work effectively in order to achieve timely progress on multiple tasks, meet deadlines, maintain a high level of productivity, and complete projects
- Excellent interpersonal communications skills
- Excellent organizational skills
- Competent in expressing ideas and concepts through verbal, written, and visual modes of communication
- Ability to follow oral and written instructions
- Ability to be creative with designs within the limits of a department style guide
- Ability to work under pressure
- Proficient writing skills
- Ability to work effectively and collaboratively with a diverse population

MINIMUM QUALIFICATIONS

- Knowledge of major Adobe design software.
- Advanced proficiency in Macintosh (OSX) computers
- Currently enrolled Sac State student in good standing
- **Portfolio of previous work experience required**

HOW TO APPLY: Interested applicants must submit a resume and ASI application online at <https://748.dayforcehcm.com/CandidatePortal/en-US/asi/>

Associated Students is a nonprofit corporation and an auxiliary organization of California State University, Sacramento providing a wide range of programs and services to the students of CSUS. Therefore, ASI employees are not state employees.

Associated Students is an Equal Opportunity employer.
www.asi.csus.edu

Jeanne Clery Disclosure of Campus Security Policy and Campus Crime Statistics Act Statement

In compliance with the Jeanne Clery Disclosure of Campus Security Policy and Campus Crime Statistics Act, California State University, Sacramento has made crime statistics available on-line at www.csus.edu/police/cleryact.htm