

Graphic Designer *Job Description*

Organization Name: Promotions Office, part of the Office of Student Life

Job Title: Promotions Office Graphic Designer

Reports to: Kell Arrand, Promotions Office Coordinator

Summary: The Promotions Office offers design and print services to the Office of Student Life as well as the entire GVSU community. Graphic designers are responsible for designing and printing a wide variety of materials that are used to promote campus events, announcements, and more. They are expected to manage multiple project deadlines at once and provide excellent customer service. By working here, designers are able to get real-world experience working with clients and vendors on a variety of projects.

Job Responsibilities

- Work with clients to design projects, large and small, from conception to print (including posters, t-shirts, buttons, banners, digital advertisements, and more)
- Communicate promptly and professionally with clients through email and phone, and in person
- Lay out files properly for print, and order print materials and products from vendors
- Manage deadlines for multiple projects at once
- Work the Promotions front desk (answer phone calls and help people)
- Help with office tasks related to the production & distribution of promotional materials

Required/Preferred Qualifications

- Must be a current GVSU student enrolled in at least 6 credits
- Studio Art major, Graphic Design emphasis preferred
- Must have completed Graphic Design I & II
- Knowledge of Adobe Illustrator, Photoshop, InDesign, and Microsoft Office
- Experience in print design (from class or other job)
- Ability to think both creatively and strategically
- Versatility to design in a variety of styles
- Strong organizational skills
- Active in some part of Student Life

Compensation: Wages are competitive with other on-campus jobs. Increases with experience.

Hours: 15-20 per week, Monday-Friday, between 9 a.m. and 5 p.m.