

PROMOTIONS OFFICE



Organization Name: Promotions Office in GVSU Student Life

Job Title: Promotions Office Graphic Designer

Reports to: Kell Arrand (Promotions Office Coordinator)

Job Responsibilities:

- Design and/or print posters, t-shirts, buttons, banners, and more for departments and organizations within GVSU
- Work with clients on projects from conception to print
- Order print materials and products from vendors
- Manage deadlines for multiple projects
- 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:

- Studio Art major, Graphic Design emphasis preferred
- Must have completed Graphic Design I & II (will be Junior or Senior in Fall 2018)
- Knowledge of Adobe Illustrator, Photoshop, and InDesign
- 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

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

Hours: 8-20 per week, Monday–Friday, between 8 a.m. and 6 p.m.

Positions Available: 1-3

How to apply: Deadlines and information about applying for this position can be found online at: gvsu.edu/promotions/apply

Application deadline: March 20, 2018