



STUDENT UNION JOB ANNOUNCEMENT

Job Title: Graphic Designer #117

Status: Student Assistant/Work Study

Department: Graphics Office

Location: Student Union

Telephone: 408-924-6378

Work Schedule: 18-20 hours a week, Mon-Fri, between the hours of 8:00am and 5:00pm
During School Breaks possible hours are 32-40 a week

Job Summary

The Graphic Designer is responsible for the design and execution of print material (advertisements, posters, brochures, flyers, etc.) as well as promotional material for the Student Union, Aquatic Center, Sport Club, and Event Center.

Duties and Responsibilities

1. Conceptualize, compose layouts, and prepare production work and digital files for posters, fliers, advertisements, announcements, banner, logos, T-Shirt designs, calendars, manuals, brochures, reports, forms, signs, presentation folders, mailers, and magazine & trade journal ads.
2. Conceptualize, compose, design, and deliver digital marketing media.
3. Act as graphics consultant and perform duties as a professional graphic designer.
4. Work independently and set and meet deadlines.
5. Interact with full-time staff, vendors, and printers.
6. Participates in Student Union direct marketing efforts (orientations, resource fairs, outreach programs)

Job Requirements

1. Computer Skills – requires proficient knowledge of Adobe Illustrator CS5, Photoshop CS5, InDesign CS5, Acrobat, Macintosh Operating System 10.4 (OS X) or higher, familiarity with Flash a plus.
2. Possess excellent written and verbal skills.
3. Must be detail oriented.
4. Requires creativity, innovation, and diligence.
5. Ability to construct and design displays for presentations and distribution

Qualifications and Specifications

1. Must be enrolled in the SJSU School of Art and Design. Must be able to show portfolio of previous work during interview.
2. Must have academic & practical knowledge and/or experience in photography, typography, illustration, layout, and production for print and digital media.
3. Must either be currently enrolled in, or planning to enroll in, the Graphic Design BFA program.

Wage Level: Specialist

Starting Wage: \$13.00

Certifications Required: N/A

References Required: YES

Current Date: 8/23/2013

Application Deadline: Until Filled

NOTE: Applicants for Student Union positions: 1) are not automatically guaranteed job interviews, 2) must be matriculated in the university. The Student Union of San Jose State University is an Affirmative Action, Equal Opportunity Employer. The Student Union of San Jose State University does not discriminate on the basis of race, color, religion, national origin, sex, sexual orientation, marital status, pregnancy, age, disability, disabled veterans, or veteran's status.