Marketing - Graphic Designer

Definition: The Graphics Assistant(s) serves under the direct supervision of the Recreation and Wellness Marketing Coordinator.

Duties: Produce a wide variety of promotional material including but not limited to flyers, posters, tri-folds, video media, brochures, chronicle advertising and DVD’s.

Assist in development of marketing campaigns.

Maintain the marketing calendar.

Create ongoing communication with the program coordinators to set deadlines, and remain up to date with departmental needs.

Work with the webmaster to assist in website graphics.

Create designs ideas for promotional items.

Learn from mistakes and ask for assistance when necessary.

Other duties as assigned.

Qualifications: Must have taken ART 232 and ART 238 or relevant experience. Must be enrolled in a minimum of six (6) units at California State University, San Bernardino and maintain a quarterly and cumulative G.P.A. above 2.0.

Experience: Strong interpersonal skills, the ability to cooperate with a team of 20+ individuals comprised of students, staff and faculty. The ability to multi-task and demonstrate effective organizational skills.

Be prepared to share a portfolio of previous work

Compensation: $11.25 - $16.00 per hour.