

## Associated Students, Inc.

5154 STATE UNIVERSITY DRIVE, LOS ANGELES, CA 90032

#### Associated Students, Inc. \* California State University, Los Angeles

### Job Description

graphic Graphic Design & Production Assistant & web attendant

Rate: \$10.25 - \$16.00 Hour

Please submit a cover letter, resume, and application, to the A.S.I. ASIASI, Administrative Office, U-SU-203

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RATE:	\$ <del>10.75</del> 13 - \$16.00 Hourly
WORKWEEK CLASS:	Non-Exempt

Work Schedule;WORK SCHEDULE; Part-time; 20 hours/s-weekly TRAINING PERIOD: Two month with possibility of extension

## GENERAL STATEMENT:

The <u>A-S-I-Graphic</u> Design <u>&</u> Production Assistant is responsible for the creation, development and distribution of ASI marketing collateral and digital advertising. In addition, they will be responsible for assisting and print production and posting ASI advertisement. This person must be a highly motivated and a creative individual looking to broaden their experience in design and clerical production. <u>Under the direction of the Associated Students, Inc. (A.S.I.) Graphic and Marketing Coordinator the Graphic Designer</u>

Under the direction of the Associated Students, Inc. (A.S.I.) Graphic and Marketing Coordinator the Graphic Designer & Web Attendant is primarily responsible for assisting and developing the look and brand of A.S.I. materials, projects, and logos, while assisting with the development, execution, and regular maintenance of the A.S.I. website This person must be a highly motivated, enthusiastic individual looking to gain experience in graphic design. They will also assist with the overall marketing, public relations, and promotional efforts for Associated Students, Inc.

#### REPORTS TO:

ASIA.S.I. Graphic-and-s & Marketing Coordinator

## CONDITIONS OF EMPLOYMENT:

Continued employment in this position is dependent upon the mutual consent of <u>ASI A.S.I.</u> and the employee. -The condition of employment for this position is such that the employee can be terminated by the Executive Director at will. -This position is also subject to a 90 day probationary period.

## SPECIFIC ABILITIES, SKILLS AND/OR KNOWLEDGE REQUIRED -:

- Must be knowledgeable of design fundamentals such as: layout, color theory, and typography.
- Must have Knowledge of Adobe software such as Photoshop, Illustrator, InDesign Acrobat.
- Knowledgeable of print procedures preferred
- Strong communication, time management, and critical thinking skills
- Event planning experience
- Perform routine clerical work
- Print & Scan knowledge is required.
- Strong organizational skills and very detailed oriented
- Physical activities on a regular basis a must, including campus-wide posting
- Knowledge of Microsoft Office
- A working portfolio is required. <u>Must have good written and verbal communication skills. Must be detail</u> oriented.

Must be able to work in a cross-platform environment (MAC and PC).

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Must be able to work with, communicate, and interact effectively with others. Experience in planning, promoting and/or executing special events preferred. More Knowledge of Photoshop Illustrator, Photo Compression, LiveCycle Designer, HTML & XHTML, and Adobe Acrobat with experience in Drupal 6 Content Management preferred. DUTIES; Assist in the creation and development of ASI advertisement and promotional campaigns. Assist with ASI Marketing Distribution Plan.	Formatted: Line spacing: Multiple 1.15 li	
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Assist with ASI Marketing Distribution Plan.	Formatted: Font: (Default) Avenir Black, 9	pt, No under
Assiste in print production such as binding, trimming and mounting_	Formatted: Font: Avenir Black, Bold	
Perform effective customer service, to include answering telephones.		
Maintain a clean and safe work environment.		
Maintain strict adherence to safety procedures.		
<ul> <li>Assists in the planning, and execution, of major programs and events.</li> <li>Assists in event venue reservations and associated permits requests</li> </ul>		
<ul> <li>Assists in event venue reservations and associated permits requests.</li> <li>Maintain the ASI Bulletin Board and unit storage area.</li> </ul>		
<ul> <li>Perform and attend events as assigned.</li> </ul>		
<ul> <li>Assist with recruitment of volunteer opportunities for Cal State LA students in ASI.</li> </ul>		
<ul> <li>Attend bi-weekly staff meetings.</li> </ul>		
Other duties as assigned.	Formatted: Font: Avenir Medium, 9 pt	
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Assist with reviewing and updating the website regularly to ensure that all content and design is current.	Formatted: Font: (Default) Avenir Medium,	
Assist with reviewing and updating the website regularly to ensure that all content and design is current. Design interactive features such as site animation, surveys, and special effects elements, as requested, using	Formatted: Header, Right: -0.19", No bull	lets or numb
applicable software applications, techniques, and tools.		
Assist in overall marketing efforts for A.S.I. including creative input, dissemination of promotional materials, and		
providing support to all areas in A.S.I.		
Production of A.S.I. general publicity materials including an annual brochure.		
Produce flyers, ads, posters, logos, and other appropriate items related to marketing.		
Work with A.S.I. staff and student leadership on publicity plans for each of the respective areas. Assist with the		
execution of the A.S.I. Marketing & Distribution Plan. Market and promote A.S.I. to students, faculty, staff, and alumni by utilizing all available campus resources.		
Market and promote A.S.I. to students, faculty, staff, and alumni by utilizing all available campus resources. Maintain a master file of all publications, pertinent records, timelines for each event, including project planning		
waintain a master the of all publications, pertinent records, timelines for each event, including project planning information, facility requests, program descriptions and statistics, policies and procedures, etc.		
Update and maintain the A.S.I. web page.		
Review and update website regularly to ensure that all content and design is current.		
Develop online advertisements that correspond to promotional flyers, publications, and other printed materials		
produced by A.S.I.		
Work with the A.S.I. staff and student leadership to develop effective online marketing for Associated Students, Inc.		
individual programs and service areas. Deaduce monthly statistical second recording watchist traffic and was information		
Produce monthly statistical reports regarding website traffic and user information. Execute security violation checks, reports, and enforce security policy.		
execute security violation checks, reports, and enforce security policy. Attend the annual A.S.I. leadership retreats, generally three days in the summer and two days in winter.		
Acterial the annual A.S.H. leadership retreats, generally three days in the summer and two days in writer. Conduct organizational assessments and surveys as assigned.	Formatted: Font: (Default) Avenir Medium,	i, 9 pt, Not Br
Perform effective customer service, to include answering telephones and helping customers.	No underline	
Maintain a clean and safe work environment	Formatted: Font: (Default) Avenir Medium,	1. 9 pt, Not B
Maintain strict adherence to safety procedures. Coordinate and/or attend scheduled safety meetings.	Not Italic, No underline	
Attend weekly staff meetings.	Formatted: Font: Avenir Medium, 9 pt	
Perform other tasks as assigned by the A.S.I. Director of Programs and Leadership.		4 10"
Other duties as assigned.	Formatted: Right: 0.25", Position: Horizon Relative to: Page, Vertical: -0.06", Relative	
PREFERRED SKILLS AND QUALIFICATIONS:     Proven leadership and organizational skills	Formatted: Right: 0.25"	
Able to schedule and prioritize multiple task and deadlines	Formatted: Font: Avenir, 8 pt, Bold	
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# Associated Students, Inc.

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Must be able to work in a diverse and team-oriented environment.,

- Positive attitude and a willingness to learn
- Ability to operate independently when making decisions and problem solving
- Has the ability to interact effectively in a one-on-one setting with staff and customers
- Proven leadership and organizational skills
- Positive attitude and a willingness to learn
- Ability to multi-task
- Ability to operate independently when making decisions and problem solving
- Ability to work in a diverse environment
- Has the ability to interact effectively in a one on one setting with staff and customers

In addition to meeting fully its obligations under federal and state law, Associated Students, Inc. is committed to creating a community in which a diverse population can live and work in an atmosphere of tolerance, civility and respect for the rights and sensibilities of each individual, without regard to economic status, ethnic background, political views, sexual orientation, or other personal characteristics or beliefs.

### An Equal Opportunity/Title IX Employer

In addition to meeting fully its obligations under federal and state law, Associated Students, Inc. is committed to creating a community in which a diverse population can live and work in an atmosphere of tolerance, civility and respect for the rights and sensibilities of each individual, without regard to economic status, ethnic background, political views, sexual orientation, or other personal characteristics or beliefs.

Upon request, reasonable accommodations will be provided to individuals with protected disabilities to (a) complete the employment process and (b) perform essential job duties when this does not cause an undue hardship.

If you are interested in applying for this position please submit your application with a resume to A-S-LASI Administrative Office, 2<sup>rd</sup> Floor, University-Student Union Room 203 during office hours. If you have any questions please call us at 323-343-4778. If you are interested in applying for this position please submit a cover letter, resume and application to A.S.I. Administrative Office, U-SU 203 during office hours. If you have any questions please call us at 323-343-4778. Formatted: Font: Not Italic

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