



## Graphic Design & Production Assistant

<b>RATE:</b>	\$13 – \$16.00 Hourly
<b>WORKWEEK CLASS:</b>	Non-Exempt
<b>WORK SCHEDULE:</b>	Part-time; 20 hours/week
<b>TRAINING PERIOD:</b>	Two month with possibility of extension

### **GENERAL STATEMENT:**

The Graphic Design & 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.

### **REPORTS TO:**

ASI Graphics & Marketing Coordinator

### **CONDITIONS OF EMPLOYMENT:**

Continued employment in this position is dependent upon the mutual consent of ASI and the employee. The condition of employment for this position is such that the employee can be terminated by the Executive Director at will.

### **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.

### **DUTIES:**

- Assist in the creation and development of ASI advertisement and promotional campaigns.
- Assist with ASI Marketing Distribution Plan.
- Assist in print production such as binding, trimming and mounting.
- Perform effective customer service, to include answering telephones.
- Maintain a clean and safe work environment.
- Maintain strict adherence to safety procedures.
- Assist in the planning, and execution, of major programs and events.
- Assist in event venue reservations and associated permit requests.
- Maintain the ASI Bulletin Board and unit storage area.
- Perform and attend events as assigned.
- Assist with recruitment of volunteer opportunities for Cal State LA students in ASI.
- Attend bi-weekly staff meetings.
- Other duties as assigned.



**PREFERRED SKILLS AND QUALIFICATIONS:**

- Proven leadership and organizational skills
- Able to schedule and prioritize multiple task and deadlines
- 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

**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 ASI Administrative Office, 2<sup>nd</sup> Floor University-Student Union Room 203 during office hours. If you have any questions please call us at 323-343-4778.