



## Graphic Designer

**RATE:** \$18.28 – \$19.03 Hourly  
**WORKWEEK CLASS:** Non-Exempt  
**WORK SCHEDULE:** Part-time; 15 - 20 hours/week

### GENERAL STATEMENT:

Under the direction of the Director of Graphics & Marketing, the Graphic Designer & Production Assistant is responsible for assisting with the overall marketing, public relations, and promotional efforts of Associated Students Inc. This role involves the creation, development, and distribution of marketing collateral, such as logos, brochures, social media posts, web graphics, and digital advertisements. Additionally, the individual will assist in print production and posting of ASI advertisements. This person must be a highly motivated, enthusiastic, and creative individual seeking to gain broad experience in graphic design and production.

### REPORTS TO:

Director of Graphics & Marketing

### 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 at will.

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

- Must be knowledgeable of design fundamentals such as: layout, color theory, and typography.
- Knowledgeable of Adobe Software suite (Photoshop, Illustrator, InDesign, etc.)
- Must be organized, detail-oriented, able to take the initiative, and work well with limited supervision.
- Must be able to work in a diverse and team-oriented environment.
- Must be able to work in a cross-platform environment (MAC-based system)
- Must be highly knowledgeable of social media promotional and technical aspects.
- Must have Excellent written and verbal communication skills.
- Knowledgeable of print procedures preferred
- Portfolio Required.

### DUTIES:

- Assist in the creation and development of ASI advertisement and promotional campaigns.
- Assist in Print Production such as binding, trimming, mounting, etc.
- Assist with regular web graphics updates to ensure all content is current.
- Produce all marketing collateral material, whether print or web-related.
- Work with ASI staff and student leadership on publicity plans for each area.
- Promote ASI to students, faculty, staff, and alumni by utilizing all available campus resources.
- Perform effective customer service, including answering telephones and helping customers.
- Maintain strict adherence to safety procedures. Coordinate and/or attend scheduled safety meetings.
- Assist with ASI Marketing Distribution Plan.
- Maintain a clean and safe work environment.
- Attend weekly staff meetings.
- Perform other tasks as assigned by the Director of Graphics and Marketing.



**PREFERRED SKILLS AND QUALIFICATIONS:**

- Positive attitude and a willingness to learn
- Prior work experience in graphics or print is preferred.
- Knowledge of video editing software
- 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.

**Please apply through handshake. If you have any questions or to email your application, please contact the Director of Graphics & Marketing at [gsalaz13@calstatela.edu](mailto:gsalaz13@calstatela.edu)**