

## JOB DESCRIPTION - GRAPHIC DESIGNER

**JOB DESCRIPTION:** The Graphic Designer is responsible for the design and creation of all publications for the Union.

**SUPERVISION:** This position reports directly to the Director and Assistant Director of the Union.

**HOURS:** 10-20 hours per week; flexible

### QUALIFICATIONS:

1. Dependability - follow through
2. Attention to detail and ability to accept direction
3. Punctuality
4. Creativity
5. Positive image and tidy appearance
6. Understands the fundamental principles of graphic design and layout
7. Can use Macintosh computers proficiently
8. Knowledge of Quark Express, Adobe Illustrator and Photoshop a plus
9. Web knowledge a plus
10. Ability to work independently with little supervision, as well as part of a team with other Union staff
11. Effective communication skills
12. Willingness to work and learn
13. Flexibility
14. Maintain both a semester and cumulative minimum of 2.0
15. Ability to work weekdays, evenings and weekends as needed to meet deadlines

\*Strong Preference given to Graphic Design Majors

### RESPONSIBILITIES:

1. Develop promotional materials for events such as Student Activities Fair, Union Jazz Festival, MLK Day, and other large campus events. Promotional materials may include: Press Releases, Newspaper Ads, Posters, Brochures, T-shirts, Table Tents, etc.
2. Develop and disseminate publicity for other Union programs, as needed.
3. Develop and update brochures for the Valparaiso Union, including Reservations brochure and Union brochure.
4. Create monthly/weekly calendars as directed.

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