



Position Description Marketing Graphic Designer

The Marketing Graphic Designer is a student staff member in the Recreation and Wellness Center. This position is responsible for using graphic design experience and skills to assist in the development of publications and promotional materials for the department of Campus Recreation.

Responsibilities

- Provides creative design, typesetting and layout for brochures, newsletters, posters, flyers, banners and other forms of advertising.
- Meets with supervisor to provide project updates and determine needs and suggest print/web advertisement solutions.
- Develops multi-page design layouts for annual reports, newsletters, calendars, and catalogues.
- Works with other staff to provide feedback and suggestions.
- Effectively utilizes illustration, photography and clip art to create unique design .
- Prepares charts, posters, signage and maps.
- Processes work requests, accurately logging project progress.
- Performs other related duties as assigned.

Expectations

- Presents a professional appearance and attitude.
- Works independently on projects.
- Organized, responsible, and detail oriented
- Creative and resourceful
- Maintains a high standard of customer service.
- Demonstrate strong initiative.
- Demonstrates an understanding of diversity.
- Acts an ambassador for Campus Recreation both at work and away.

Minimum Qualifications

- Must be currently enrolled at UTSA with a minimum overall GPA of 2.00.
- The ability to make professional decisions for everyday and emergency situations
- Experience in Adobe InDesign, Adobe Photoshop, Adobe Illustrator, etc
- Excellent written and oral communication skills
- Ability to handle a variety of tasks and use good time management skills.
- Previous graphic design or art experience (paid, volunteer, or classroom)

Working Conditions

- Maximum hours allowed per week are 19 (average 15)
- Work will take place on the 1604 Campus in the Recreation Center
- Work shifts include morning, afternoon, evening and weekend hours.
- Some required holiday hours.

Pay Rate

- Starting pay: \$8.50/hour