Graduate Hourly for Marketing and Graphic Design

THE CHALLENGE AND OPPORTUNITY: The position will assist the Graduate Assistant and Director with the production of high quality and attractive graphic design solutions that promote and shape the student-centered image and brand of the department consistent with institutional graphic and imaging guidelines; for using artistic graphic designs that enable the department to tell its story and delivery messaging through branding and print materials; for producing visually appealing products.

ANTICIPATED START AND END DATES: May 16, 2016

EXAMPLES OF DUTIES: The Graduate Hourly for Marketing and Graphic Design is expected, for example, to:
1. Design print materials (e.g., flyers, posters, invitations, brochures, programs, etc.).
2. Assist with maintaining website by working with coding, design/re-design, text, images and by keeping website updated.
3. Implement social media implementation and marketing processes
4. Supervise undergraduate graphic design student(s).
5. Serve on the Marketing Committee.
6. Assist with the oversight of the editing of photographs and videos.
7. Assist with the development of a strategic marketing plan.
8. Assist with maintaining social networking websites.
9. Complete productivity reports on tasks and assignments.
10. Attend staff and other meetings.
11. Perform other appropriate duties and responsibilities related to the position.

REQUIRED QUALIFICATIONS, KNOWLEDGE, AND SKILLS
• Must be a graduate student.
• Must be in good academic standing.
• Prior experience related to the position responsibilities.
• Microsoft Office Suite, Adobe Create Suite, InDesign, Illustrator, or related design software.
• Ability to produce work samples of designs.
• Ability to adapt to planned and unplanned change, fast-paced, and data-driven environment.
• Must have excellent oral and written communication skills.

SALARY: $15.00 per hour.

BACKGROUND CHECKS: Chosen candidate is required to pass an extensive background check prior to starting the position.

TO APPLY: Upload the following supporting documents to OMSA-HR@illinois.edu:
1) Cover Letter (addressing qualifications, experiences and how you comply with requirements)
2) Resume
3) Contact information for three references (including: name, job title, phone number, and e-mail address)

APPLICATION DEADLINE: Applications will be reviewed and interviews may be conducted immediately and will continue until a suitable candidate is identified.
WEBSITE: http://omsa.illinois.edu/

STUDENT AFFAIRS DIVERSITY STATEMENT: http://www.omsa.illinois.edu/DOCS/Diversity_SA.pdf

Illinois is an Affirmative Action/Equal Opportunity Employer and welcomes individuals with diverse backgrounds, experiences, and ideas who embrace and value diversity and inclusivity (www.inclusiveillinois.illinois.edu).