MSU Office of Student Engagement

Graphic Designer

Spring 2019 Position Description

The Office of Student Engagement (OSE) provides and facilitates student engagement opportunities for MSU students through a variety of programs, events, services, and activities. We are THE HUB for students interested in connecting with their fellow Bobcats through student government, student organizations, programs and events, and engaging in service to the community.

OSE is seeking a graphic design major or student who is knowledgeable in graphic design to help market our various projects and programs. Visit our website to learn more about our programs: [http://www.montana.edu/engagement/](http://www.montana.edu/engagement/)

**Work Schedule:** Flexible, depending on academic schedule. 5-7 hours/week during academic year (excluding university holidays & breaks). This position has the possibility of summer hours and may be eligible for more hours in the fall semester.

**Employment Start Date:** January 10th, 2019

**Wage:** $10.00/hr.

**Eligibility:**

- Must be a full-time enrolled MSU-Bozeman student spring 2019 (at least 7 credits per semester)

**Duties and Responsibilities:**

- Create logos, graphics (web and print), flyers, banners, table tents and other marketing materials for OSE events, programs and initiatives
- Work with multiple staff and students within OSE to implement graphics and marketing plan for various events and programs
- Contribute to OSE website, including graphics and content
- Work with student organizations to create logos and marketing materials for their events
- Maintain ongoing and regular communication with the OSE Marketing Team.

**Qualifications:**

- Knowledge and application of Adobe Illustrator, InDesign and Photoshop
- Past graphic design experience either formally or informally
- Ability to work with multiple constituents to produce a final product
- Ability to balance and prioritize multiple projects at once and meet deadlines
- Must be prepared to commit to a set schedule in the OSE, sharing space, equipment and supplies with other staff
- Must be willing to make a minimum of spring semester commitment to the position, with the opportunity to continue in the summer and 2019-2020 academic year working approximately 13-15 hours per week (excluding university holidays & breaks)
- Must be willing to work as a team alongside other OSE student graphic designers and marketing team members.
• Ability to take feedback on work and incorporate ideas creatively into a final design
• Self-motivation and the ability to work independently, while also functioning as a team player
• High attention to detail and strong organizational skills

Preferred Qualifications

• Current Graphic Design major

Please note: Candidate will work along-side another OSE student graphic designer. OSE does not employ a staff graphic designer or any staff with formal knowledge of graphic design programs. Candidate must be confident in their knowledge base and abilities as a designer, as training in this area from OSE staff will not be available.

To Apply:
Provide:
• A current resume
• Cover letter
• At least four examples of past designs (poster, banner, website, etc.).

Email the above documents to: Laurynn Olson, lolson@montana.edu.

For questions, Contact:
MSU Office of Student Engagement
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