MSU Office of Activities and Engagement

Graphic Designer

2015-2016 Position Description

The Office of Activities & Engagement (OAE) facilitates and supports student engagement both on campus and in the community. We encourage student leadership development by supporting the formation and sustainable success of student clubs and organizations, providing group leadership development skills, and promoting service experiences in the Bozeman area community.

OAE 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/

Work Schedule: Flexible, depending on academic schedule. 10-12 hours/week during academic year (excluding university holidays & breaks).

Employment Start Date: ASAP

Wage: $10.00/hr.

Eligibility:

• Must be a full-time enrolled MSU-Bozeman student fall 2015 and spring 2016 (at least 12 credits per semester)

Duties and Responsibilities:

• Create logos, graphics (web and print), flyers, banners, table tents and other marketing materials for OAE events, programs and initiatives
• Work with multiple staff members to implement graphics and marketing plan for various events and programs
• Contribute to OAE website, including graphics and content
• Maintain ongoing and regular communication with OAE Program Manager

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 OAE, sharing space, equipment and supplies with other staff
• Must be willing to make a one-academic year commitment to the position working approximately 10-12 hours per week (excluding university holidays & breaks)
• 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: OAE 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 OAE staff will not be available.

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

Email the above documents to: Mandy St. Aubyn, amanda.staubyn@montana.edu.

For questions, Contact:
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