

Student Graphic Designer Position Overview

FRESNO STATE

Student Housing

Application Deadline: Sunday, February 17th

Job Description

The Student Graphic Designer performs and is responsible for specific duties involved with the planning, organizing, execution and application of a comprehensive knowledge of graphic design. This position assists with all aspects of the on-campus living marketing program, with specific focus graphic design. This position is year-round.

The Student Graphic Designer is under direct supervision of the Marketing and Summer Conference Coordinator.

Minimum Qualifications

- Graphic design experience or courses, web design experience or courses. Additional experience that demonstrates the acquisition and successful application of the required knowledge, skills and abilities.
- Ability to read and write at a level appropriate to the duties of the position and ability to perform arithmetic computations where required. Ability to use office equipment including copier, fax, and calculator.
- Ability to use computer and software including Microsoft Word and Microsoft Excel.
- Direct experience with the Adobe Suite (Photoshop, InDesign, Illustrator, Premiere Pro, Acrobat, etc.)
- Knowledge of CMYK and PMS color grids.
- Direct experience with final preparation and packaging of print materials.
- Be in good financial and disciplinary standing with Fresno State Student Housing.
- Be a currently enrolled Fresno State student in good financial and disciplinary standing with the University.
- 15-20 hours of work per week during the Fall & Spring semesters. 35-40 hours of work per week during the summer.

Preferred Qualifications

- Ability to use software required for web design including Dreamweaver, Flash, Microsoft SQL, and Fireworks.
- Photography and videography experience.
- Have experience living at Fresno State Student Housing.
- Grammar and proofing skills.

Expectations

- Commitment to work cooperatively as a team member with a diverse group of people.
- Ability to arrive on time and work all scheduled shifts. (Winter and Spring Recess hours are flexible)
- Read and completely understand the 2019-2020 on-campus living application packet, Student Housing Handbook and Weekly Planner, and other written materials as provided.
- Ability to learn new software and procedures.
- Demonstrate exceptional interpersonal, communication, and public relations skills.
- Ability to handle multiple tasks and deadlines.
- Fulfill responsibilities of position description and stated job expectations.
- Behave in a professional, businesslike manner.
- Uphold both the California State University, Fresno Association Inc. policies as stated in the Fresno State Student Housing Handbook and the Integrity Standards.

Primary Responsibilities

- Design of informational signs, posters, and banners.
- Design and layout of Fresno State Student Housing publications, brochures, forms and magazine.
- Design of Fresno State Student Housing t-shirts, lanyards, and other promotional materials.
- Prepare and package artwork for print.
- Assist with providing graphics for our websites and digital signage.
- Planning of promotional events as well as staff events.

Secondary Responsibilities

- Provide walking tours of Fresno State Student Housing to prospective residents, university community and campus visitors.
- Assist with the preparation and delivery of various marketing presentations and activities for the University, Fresno State Student Housing, and community events. Examples: SAFARI, Preview Day, Opening Day, and more.
- Promote on-campus living and summer accommodations with all contacts including students, residents, faculty, administrators, vendors, coworkers, campus, community and others.
- Meet established work priorities and deadlines. Review weekly with supervisor.
- Other duties as assigned.

Compensation

- \$12.00 per hour. If selected for this position, you will need to show proof of eligibility to work in the United States (Social Security card or international work permit card) and photo ID (California Driver's License or Passport) prior to beginning the position.

An initial employment offer and continued employment is contingent upon a satisfactory background investigation, and other applicable conditions.

Remove this coversheet before submitting your application

Personal Information:

Please write legibly

Name: _____ Fresno State ID#: _____

Phone: _____ E-mail Address: _____

Major: _____ # of College Units Completed as of Fall 2018 _____ Cumulative GPA _____

Permanent Address:

Street Address	Apt/Suite
City	State
	Zip Code

Local/On Campus Address:

Check this box if your Local/On Campus Address is the same as your Permanent Address.

Street Address	Apt/Suite
City	State
	Zip Code

1. Have you ever been employed at Fresno State Student Housing? (Circle One)

YES

NO

If yes, list the position(s) held and date(s) of employment:

2. List other previous employers (at least two years), including any volunteer hours, and briefly describe the type of work performed:

3. Briefly describe any customer service experience you have provided in a volunteer or paid position:

4. Briefly describe your graphic design experience and course work:

5. What experience do you have with the Adobe Suite (InDesign, Illustrator, Photoshop, Premiere, Acrobat)?

6. What is your experience with photography and videography?

7. What qualities or skills do you have that make you the best candidate for this position?



Scheduling

Are you available to work Summer 2019 35-40 hours/week? Circle one:

YES

NO

If no, please explain any commitments: _____

Are you available to work an average of 15 hours per week during the Fall and Spring semesters? Circle one:

YES

NO

Please indicate the times you are **AVAILABLE** to work during Spring 2019 each day.

	Time
Sunday	
Monday	
Tuesday	
Wednesday	
Thursday	
Friday	
Saturday	

On a separate sheet of paper, please provide your Spring 2019 class schedule.

References

1. Name: _____ Phone: (_____) _____

Occupation and Title: _____

2. Name: _____ Phone: (_____) _____

Occupation and Title: _____

Please attach your portfolio on a flash drive or anything that exemplifies your graphic design experience.

I certify that the information provided in this application is true and correct to the best of my knowledge.

Applicant Signature _____ **Date** _____

**Return the completed application and resume to the Atrium Customer Service Desk, or mail to:
Fresno State Student Housing 5152 N. Barton Avenue M/S RH 82 Fresno, CA 93740-8013**

If you have any questions please contact the Marketing and Summer Conference Coordinator, Aimee Caneva, at acaneva@csufresno.edu.