

**Student Graphic Designer  
Position Overview****FRESNO STATE**

Student Housing

**Application Deadline: Tuesday, May 11th****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, including summers.

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

**Tentative Start Date: Wednesday, July 7, 2021****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.
- Ability to use computer and software including Microsoft Word and Microsoft Excel.
- 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 summers. (Hours subject to change due to COVID)

**Preferred Qualifications**

- Ability to use software required for web design including Dreamweaver, Flash, Microsoft SQL, and Fireworks.
- Direct experience with the Adobe Suite (Photoshop, InDesign, Illustrator, Premiere Pro, Acrobat, etc.)
- Photography and videography experience.
- Have experience living at Fresno State Student Housing (not required).
- 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 on-campus living application, Student Housing Handbook, 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**

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- 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**

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- 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, Student Housing, and community events. Examples: Preview Day, Move-in Day, Resident Appreciation 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**

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- \$14.00 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 2020 \_\_\_\_\_

Cumulative GPA \_\_\_\_\_ Expected Graduation Date: \_\_\_\_\_

**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:

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

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

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

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

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6. What is your experience with photography and videography?

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

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## Scheduling

Are you available to work 15-20 hours/week during the academic school year and the summer 35-40 hours/week? (Hours subject to change due to COVID) Circle one:

YES

NO

If you answered no, explain any commitments (including, but not limited to: another job, volunteer work) or special situations that would deter you from your work obligations:

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Please indicate the times you are **AVAILABLE** to work during Summer 2021 each day.

	Time
<b>Sunday</b>	
<b>Monday</b>	
<b>Tuesday</b>	
<b>Wednesday</b>	
<b>Thursday</b>	
<b>Friday</b>	
<b>Saturday</b>	

**On a separate sheet of paper, please provide your Fall 2021 class schedule.**

**Please include your portfolio or anything that exemplifies your graphic design experience.**

## References

1. Name: \_\_\_\_\_ Phone: (\_\_\_\_\_) \_\_\_\_\_

Occupation and Title: \_\_\_\_\_

2. Name: \_\_\_\_\_ Phone: (\_\_\_\_\_) \_\_\_\_\_

Occupation and Title: \_\_\_\_\_

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, resume and Fall 2021 class schedule to the 24-Hour Service Desk at Student Housing, or email to the Marketing and Summer Conference Coordinator, Aimee Caneva, at [acaneva@csufresno.edu](mailto:acaneva@csufresno.edu)