

SFSU CAMPUS RECREATION

NOW HIRING

Graphic Designer

**APPLICATION DEADLINE:
FEBRUARY 28, 2019**

To Apply: As a department under the Dean of Students area, please complete the Common Application form below on Qualtrics. Additionally, we will ask for your cover letter and resume, and the attached Staff Availability Sheet to be filled out and uploaded as part of your application.

Qualtrics - Common Application:

**[HTTPS://SFSU.CO1.QUALTRICS.COM/JFE/FOR
M/SV_3N47J3OAEH4XELX](https://sfsu.co1.qualtrics.com/jfe/form/SV_3N47J3OAEH4XELX)**



PURPOSE

The main responsibility of the Graphic Designer is to provide support of all Campus Recreation and Mashouf Wellness Center programs and services by creating and publishing marketing and promotional materials. Knowledge of all programs and services offered by Campus Recreation is essential to this position. This position works under the supervision of the Marketing Student Manager(s) and a full-time staff professional. This position also represents the Campus Recreation Department by providing customer service, programmatic support, and other related duties.

DUTIES AND RESPONSIBILITIES

- Actively promote activities and events through visual and print graphics, encouraging dialogue, eliciting feedback, and a sense of excitement on behalf of Campus Recreation & the Mashouf Wellness Center.
- Design visual and print graphics to be printed, shared on social media platforms, digital screens, and website.
- Ensure all flyers and publicity materials are up to date and accurate.
- Attend staff meetings and staff trainings.
- Report when equipment and supplies are running low or when equipment needs repair or replacement.
- Provide a professional, welcoming, and inclusive environment for staff and participants.
- Hours will vary, however students may not work more than 20 hours/week during the academic semester.

QUALIFICATIONS

- Knowledge and experience using graphic design programs such as Adobe Creative Suite, Publisher, InDesign, Illustrator, Photoshop, etc.
- Preferred experience developing visual print media in a work setting or other organization.
- Strong written and verbal communication skills.
- First Aid, CPR, & AED Certified, or willing to obtain within 3 months of being hired.
- Must be a student at San Francisco State University enrolled in 6+ units, with minimum 2.0 GPA.
- Demonstrated interpersonal skills including strong communication skills, customer service skills, ability to enforce policy and perform under pressure, and working in a team atmosphere.
- Must be able to work independently without direct supervision on a day to day basis.
- Employment may be dependent on passing a background check.