

## Job Description- Graphic Designers

### Supervisor:

Marketing Coordinator

### Primary Function of Position:

- Responsible for conveying visual messages to Texas State University audiences using multiple mediums.
- Provides assistance in designing print, web based media and promotional materials
- Responsible for work requests from start to finish, including sending to print, cutting and laminating
- Design within brand identity guidelines from some projects including use of pre-determined color palettes, templates, fonts, etc.
- Illustrates concept by designing rough layout of art and copy regarding arrangement, size, types size and style, and related aesthetic concepts
- Attend routine meetings and collaborate with co-workers
- Adhere to all departmental guidelines and policies

### Qualifications:

- Proficient knowledge of Adobe Photoshop, Illustrator, or InDesign.
- Understanding of print materials including paper products, laminate, etc.
- Must have ability to organize and prioritize multiple design projects at one time and to meet hard deadlines.
- Customer-oriented
- Ability to work in a fast paced environment with quick turn-around times.
- Creative and flexible.
- Organized and detail oriented.

### Wages/Scheduling:

Routine office hours will be scheduled on weekdays between 8am to 5pm for editing and can be designed around courses. The position offers approximately 10 hours a week.

### Evaluation:

All Campus Recreation student staff undergo routine evaluations with supervisors as a student development opportunity. Opportunities will also exist to evaluate upwards on an anonymous basis.

### Other:

In accordance with the Student Affairs Division/Campus Recreation Office Strategic Plan, other duties as assigned.

Texas State University will not discriminate against any person (or exclude any person from participating in or receiving the benefits of any of its activities or programs) on any basis prohibited by law, including race, color, age, national origin, religion, sex or disability, veterans status or on the basis of sexual orientation.