

## Graphic Designer Student Position Description

### Purpose

The different areas within Campus Recreational Services include Intramural Sports, Sport Clubs, Fitness, Aquatics, Outdoor Adventures, and Special Events. The purpose of this position is to allow students the opportunity to use their graphic design skillset and knowledge of design programs to market and promote the programs and services we offer. The Graphic Designer will be able to use their creativity and critical thinking skills to draw the attention of the UNLV community to increase involvement and enhance their collegiate experience.

### Minimum Qualifications:

- Previous graphic design experience (classwork or job experience)
- Familiarity with the following software/OS: Adobe Illustrator, Photoshop, InDesign, Windows, Mac
- Must be enrolled as an undergraduate student taking a minimum of 6 credits at UNLV
- Knowledge of typography, layout design, DPI, and image resolution
- Ability to generate original and creative content and ideas

### Preferred Qualifications:

- Familiarity with marketing and/or social media content generation

### Duties and Responsibilities include, not limited to:

- Design marketing materials for all Campus Recreation program areas which includes Intramural Sports, Sport Clubs, Fitness, Aquatics, Membership, Outdoor Adventures, and Special Events.
- Continue to enhance their working knowledge of design programs such as Adobe Photoshop, Illustrator, and InDesign.
- Be adept in design research, concept building, brainstorming, revision techniques, layout design, proofreading, and assessment of graphical elements.
- Provide effective and efficient designs for large and small scale digital/print materials under strict deadlines
- Incorporate client's feedback and detailed specifications into all design projects
- Brainstorm new design ideas as requested and bring them to execution
- Resolve potential project conflicts through problem-solving, suggestions, and alternative ideas
- Schedule consultations and oversee the completion of design projects for each department
- Organize design material and archive projects as they are completed
- The Graphic Designer must also be able to work with diverse populations and demonstrate cultural competence while representing CRS.
- Collaboration and ability to work closely with others is required for success in this position.
- Adhere to all CRS guidelines.

### Types of Projects:

- Posters, postcards, flyers
- Logo design, branding, campaigns
- Digital media (banners, website headers, social media, plasma screens, etc.)
- Brochures, event calendars, and more

**Criteria for Success:**

- Ability to be innovative and self-motivated in regards to project design
- Ability to meet assigned project deadlines
- Follows policies and procedures, arrives prepared and on time, and consistently demonstrates service excellence
- Remains open to receive feedback and is able to collaborate with peers and supervisor
- Communicates with clients, students, staff, and your supervisor in a professional and pleasant manner
- Carries themselves in a professional manner and displays a positive attitude.
- Demonstrates effective communication when working with patrons, staff, and supervisors.
- Positively promotes UNLV and CRS to peers and patrons and takes initiative to be involved throughout campus.

**Transferrable Skills**

- Communication Skills
- Marketing & Promotion
- Time Management
- Customer Service
- Use of Creativity in Problem Solving
- Working with a Diverse Constituency
- Work Independently and with a Team
- Work in a Fast Paced Environment

**Evaluation will be based on self, peer, and supervisory evaluations.**

**Pay Rate: \$10.50 per hour**

**Minimum Hours: 10 per week**