

Student Life Graphic Designer

PURPOSE: Design graphic marketing materials for the needs of the Department of Student Life

REPORTS TO: DiGiorgio Campus Center Technical Service Coordinator and Night Manager

QUALIFICATIONS:

- Must be a currently enrolled Winthrop University student with at least 2 semesters of school remaining
- Must have a minimum of a 2.25 GPA
- Ability to handle priorities/timelines and attention to detail and accuracy in performing work
- Must not be on academic or disciplinary probation
- Ability to work independently
- Strong interpersonal skills

PREFERRED SKILLS:

- Previous working experience with Adobe Creative Cloud design tools such as InDesign, Photoshop, and Illustrator
- Proficient in all Social Media platforms (Facebook, Twitter, LinkedIn, Snapchat, etc)
- Proficient in Microsoft Office applications such as Word, PowerPoint, Outlook, etc.
- Knowledge of Google Drive
- Ability to use camera technology to document events

DUTIES AND RESPONSIBILITIES:

- Responsible for the designing of marketing materials needed from the Department of Student Life
- Create and post relevant DiGiorgio Campus Center news and events on social media on a weekly basis
- Ensure that all design requests are well-developed and completed by scheduled deadline
- Take photos for designs, social media, websites, etc.
- Work with the Department of Student Life to produce marketing materials requested
- Ability to manage multiple projects simultaneously
- Ensure the materials produced are aligned with the standards of Winthrop University

SALARY: Stipend per Project

DEADLINE: Priority given to applications received before (date) but applications will be accepted until position is filled.

APPLICATION PROCEDURE:

Please complete the Application for Student Employment and e-mail a resume and cover letter to:

Jerry Fussell
125 DiGiorgio Campus Center (Information Services Desk)
Email: fussellj@winthrop.edu
Phone: (803) 323-4812



Application for Graphic Designer

Thank you for your interest in employment at the Campus Center. To be considered for available positions, this form must be completed in its entirety, front and back. All applications are to be submitted with a cover letter and resume. Positions are only available to Winthrop University students.

Applying for (Place an X): Fall Spring Summer Today's Date: _____

Name: _____ Birth Date: _

Local Address: _____

City: _____ State: _____ Zip: _____

Cell: () _____ - _____ E-mail: _____

Winthrop (WU) ID #: _____

Classification: ___ Freshman ___ Sophomore ___ Junior ___ Senior ___ Graduate ___ Other

Major: _____ Overall GPA: _____ Expected Graduation Date: _____

Are you eligible for work study: ___ Yes ___ No

Previous Work Experience

Employer: _____ Location: _____

Job Title: _____ Dates: _____

Reference: _____ Phone #: _____

Employer: _____ Location: _____

Job Title: _____ Dates: _____

Reference: _____ Phone #: _____

****Please complete second page of form****

How did you learn about this position? ___Website___Daily Student Announcement___Eagle Link___Other_____

Do you know any current Student Affairs staff members? If so, please list:_____

Please list any current certifications: _____

Please list your involvement in student organizations, extracurricular activities, and/or other interests:_____

I certify that to the best of my knowledge the information on this application is correct. I hereby give permission to the Dean of Students Office to release information contained in my academic and disciplinary record (including current GPA) to the DiGiorgio Campus Center administration in order to verify my academic and disciplinary eligibility during the application/interview process, and if hired to monitor grades, GPA and disciplinary record during my length of employment in the DiGiorgio Campus Center.

Signature:_____Date:_____

Return application to 125 DiGiorgio Campus Center

Phone: 803/323-2248 Fax: 803/323-2396 <http://www.winthrop.edu/campuscenter>

Office Use Only

_____Received_____Interviewed_____Hired

DiGiorgio Campus Center Department of Student Life
and Division of Student Affairs