Click [here](#) to apply!

**POSITION PURPOSE**
Under the direction of the Marketing & Communications Coordinator, the Graphic Designer will develop design projects for Associated Students, including print and web-based materials, to support visual communication, enhance and improve brand image, and increase campus-wide awareness of programs, services, events and other marketing campaigns.

**ASSOCIATED STUDENTS**
Associated Students (A.S.) represents the students of San José State University and speaks on their behalf for various policy making, academic and event planning decisions, and works to improve the quality of their educational opportunities and experiences. Associated Students, SJSU is an independent non-profit corporation serving as an auxiliary and student government for San José State University.

**EDUCATION/EXPERIENCE**
- Must be a current SJSU Student
- Must have design experience; BFA Graphic Design, BA Graphic Design or similar programs preferred
- Knowledge in the principles of graphic design and typography, including the ability to design, layout, and prepare finished artwork to develop a visual product
- Must be proficient in Adobe Design Suite and have experience with Google and Microsoft products/programs

**ESSENTIAL DUTIES AND RESPONSIBILITIES**

### Design Development (70%)
- develop, design and create artworks, displays and promotional materials for advertising and promotional campaigns
- provide creative design, typesetting and layout for fliers, reports, posters, brochures, banners, online promotion and other forms of advertising
- effectively utilize illustrations and photography to enhance print materials
- design, edit and enhance images for internet publishing
- assist marketing team by keeping designed materials consistent with A.S. brand

### Communication (15%)
- meet with Marketing & Communications Coordinator and/or department contacts to execute visuals
- work in a team environment
- participate in staff meetings and on-going staff development trainings
- interact in-person or email with clients and copywriters to deliver final products
- communicate project challenges, issues or obstacles and helps address issues

### Skill Development (10%)
- stay informed on new creative tools and techniques
- think creatively to produce new ideas
- use innovation to define a design that meets the constraints of chosen media, time and cost
All other duties as assigned. (5%)

KNOWLEDGE, SKILLS, ABILITIES AND OUTCOMES
To perform this position successfully, this individual must be able to execute each essential duty and responsibility satisfactorily.

- Proven ability and experience in graphic design
- Requires excellent time management skills (deadline-driven)
- Requires excellent verbal and written communication skills
- Requires excellent interpersonal skills
- Ability to handle multiple priorities; organize, plan work and projects
- Ability to operate printers and copier machines
- Capacity to work effectively in a University environment, including its programs and services, requirements and procedures, and the overall mission and goals of an educational institution

GUIDELINES
This position is non-exempt from the provisions of Section 1 of the California Industrial Welfare Commission Orders.

This position has been identified as a mandated reporter required to report the observed or suspected abuse or neglect of children, dependent adults, or elders to designated law enforcement or social service agencies. We reserve the right to make employment contingent upon completion of signed statements acknowledging the responsibilities of a mandated reporter.

This position may be exposed to sensitive or personal information and is required to comply with the requirements set forth by the Integrated CSU Administrative Manual 8000 series and Associated Students Information Security Standards as a condition of employment.

A background check (including a criminal records check) must be completed satisfactorily before any candidate can be offered a position within Associated Students. Failure to satisfactorily complete the background check may affect the application status of applicants or continued employment of current Associated Students employees who apply for the position.

Associated Students is an equal opportunity employer and will consider all qualified applicants without any regard to race, color, national origin, ancestry, religion, creed, age, disability, medical condition, sex, sexual orientation, gender identity, genetic information, marital status, military and veteran status or any other basis protected by federal, state, or local laws. If you are an individual with a disability and require a reasonable accommodation to complete any part of the application process and/or need an alternative method of applying, please email as-hr@sjsu.edu. Associated Students hires only individuals lawfully authorized to work in the United States (Public Law 99-603).

APPLICATIONS
Applicants must submit a complete application through the Associated Students applicant tracking system, ADP. Only complete applications will be considered.

- Portfolios or work samples may be e-mailed to edilbert.signey@sjsu.edu.

DEADLINE
Application Review will be April 30th, 2018. The position will remain open until filled.

Click here to apply!