Position Title: Lead Graphic Designer  
Position Department: Marketing  
FLSA Status: Non-Exempt  
Full/Part-Time: Part-Time, 25 hours per week  
Compensation: $23.00 per hour  
Reports To: Marketing & Communications Coordinator

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Associated Students Summary  
Associated Students’ (A.S.) mission is to support and represent the students of San José State University by continuing the organization’s legacy of student advocacy and leadership; to enhance SJSU students’ education through high quality programs and services; and to prepare students as they move towards a thoughtful and purposeful life after graduation.

A.S. is a non-profit auxiliary corporation serving the students of San Jose State University whose primary source of funding is from mandatory student body fees. A.S. Departments include the César E. Chávez Community Action Center, Child Development Center, General Services Center, Human Resources, Events, Marketing, Print & Technology Center, Student Government, and Transportation Solutions.

Position Summary  
The Lead Graphic Designer is responsible for leading the graphic design student team and ensuring consistent visual messaging for a wide variety of audiences, which supports the Associated Students brand. The team will design and create promotional materials, and all visual aspects of advertising and promotion to enhance and improve the A.S. brand image, and increase campus-wide awareness of programs, services, and events.

Essential Functions

- Develop, design and create standard or custom formats for promotional materials, reports, brochures, posters, flyers, banners, shirts, and online promotion.
- Effectively utilize graphics, illustrations and photography to enhance marketing materials.
- Consult with the Marketing & Communications Coordinator and/or department contacts to execute visuals. Communicate project challenges, issues or obstacles and identify creative solutions.
- Interact in-person or through email with clients and copywriters to deliver final products.
- Build relationships with key constituents, including SJSU students, student organizations, and staff.
- Assist with monitoring the workload and project status of graphic design team members using a project management tool.
- Coach and mentor graphic designer students to ensure the marketing and publicity needs for the organization are carried out effectively and with the proper support.
- Participate in staff meetings and on-going staff development trainings.
- Stay current on graphic design trends, techniques and strategies and share findings with the design team to incorporate relevant strategies in marketing materials.
- Think creatively to produce new ideas and challenge team to increase level of creativity.
• Use innovation to define a design that meets the constraints of chosen media, time and cost.

Knowledge, Skills, and Abilities
• Proven experience and ability in graphic design.
• Ability to develop and coordinate all visual aspects of advertising and promotion.
• Knowledge of the principles of graphic design and typography including the ability to design, layout, and prepare finished artwork to develop a visual product.
• Proven knowledge and ability in use of Apple and Windows PC platforms, Adobe Creative Suite, Google Suite, and Microsoft products/programs.
• Ability to work independently without close supervision.
• Ability to communicate effectively with others, both verbally and in writing.
• Ability to manage multiple priorities effectively; prioritize, plan work and complete assigned projects.
• Leadership and organizational skills.
• Capacity to work effectively in a University environment and support the overall mission and goals of Associated Students, SJSU.

Work Environment, Hours and Physical Demands
• This job operates in an office environment and routinely uses standard office equipment.
• Part-time work hours are Monday through Friday, between 8:00 AM – 5:00 PM.
• Must be able to operate a computer, including a keyboard and mouse, phone, printer, and copier.
• Must be able to occasionally lift or carry office or event products or supplies, up to 40 pounds.
• Must be able to work in a team environment.

Required or Preferred Education and Experience
• BFA Graphic Design or similar programs from an accredited college/university.
• Graduate student or 1-2 years of professional design experience.
• Experience working in a higher education environment is preferred.
• Experience managing a team of designers is preferred.

Notes to Applicants
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.

Equal Employment Statement
Associated Students provides equal employment opportunities to all employees and applicants for employment and prohibits discrimination and harassment of any type without regard to race, color, religion, age, sex, national origin, disability status, genetics, protected veteran status, sexual orientation, gender identity or expression, or any other characteristic protected by federal, state or
local laws. A.S. provides reasonable accommodations for applicants with disabilities who self-disclose.

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

**Deadline**
The position will remain open until filled.

**Click [here](#) to apply!**