

PROMOTIONS DESIGNER

POSITION AVAILABLE

JOB DESCRIPTION

The Women's Center is seeking a dynamic student worker (not work-study) for our Promotional Designer position. All qualified students are encouraged to apply.

DUTIES INCLUDE

- Design, produce and distribute all printed materials to advertise services and programs, which include flyers, posters, brochures, T-shirts, buttons and miscellaneous as needed
- Create and maintain publicity efforts such as display windows and bulletin boards
- Collaborate with Center staff to create graphic content for announcements and web based publicity
- Provide excellent customer service to callers and visitors, while supporting the staff with basic office tasks as needed

QUALIFICATIONS

- Excellent interpersonal, communication & customer service skills
- Skilled in Adobe InDesign, Illustrator, Photoshop & Microsoft Office Suite
- Creative, friendly, dependable and able to work independently with minimal supervision
- Must be available to work 20 hours per week

PREFERENCES

- Typographical skills
- Two year commitment
- Interest in women's issues

POSITION BEGINS MAY 2013

Position open until filled. Applications are available in the Women's Center and on our website.

FOR MORE INFORMATION

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WOMEN'S CENTER

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