

# 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
- 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 when needed

### REQUIREMENTS INCLUDE:

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

### PREFERENCES:

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

### POSITION BEGINS MAY 2014

Position open until filled. Applications available in the Women's Center and on our website. [www.odu.edu/womenscenter](http://www.odu.edu/womenscenter)

### FOR MORE INFORMATION:

[womenctr@odu.edu](mailto:womenctr@odu.edu)

#### Women's Center

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