

PROMOTIONS & WEB DESIGNER

Help Wanted



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

Position Begins

January 2015
Position open until filled
Applications available in the Women's Center and on our website



OLD DOMINION UNIVERSITY
I D E A F U S I O N

WOMEN'S CENTER
1000 Webb Center
757-683-4109
womenctr@odu.edu
www.odu.edu/womenscenter




Design, produce and distribute printed materials to advertise services and programs which include flyers, posters, brochures, t-shirts, buttons, graphic content for web based publicity, and miscellaneous as needed

Managment of Women's Center website through Adobe CQ (training available)

Regular updates of social media sites to include Facebook, Twitter, Tumblr, Pinterest, Instagram and YouTube

Assist with general publicity efforts

General office support and other duties as assigned

Provide excellent customer service to callers and visitors



Basic knowledge of Adobe CQ, Dreamweaver, or other web content management systems

Skilled in Microsoft Office Suite, Illustrator, Indesign, Photoshop, and Adobe Pro

Must be available to work 20 hours per week

Creative, friendly, dependable and able to work independently with minimal supervision

Skilled in social media managment

Preferences

Two year commitment
Interest in women's issues
Basic knowledge of HTML & CSS

for more information
womenctr@odu.edu