

Student Engagement and Enrollment Services - Office of Intercultural Relations (OIR)



Office of Intercultural Relations

OIR – Graphic Designer  
Student Position Description

**Purpose:** The graphic designer student employee will develop and create quality marketing and public relations tools through fliers, posters, documents, programs, and more. The graphic designer is also responsible for maintaining the quality of the OIR brand. Ensure the accuracy of information. Create and develop dynamic innovative, informative and engaging marketing tools that maintain the positive image of OIR, its services and programming. Required hours 10-15 hours/week with the possibility of working 20hrs/week.

**Position Requirements/Expectations:**

- Demonstrated artistic ability to creatively design fliers/posters/programs/calendars/handouts/and other documents as assigned.
- Demonstrated ability to multitask and work in a high-paced environment.
- Expert in utilizing graphic design applications such as Publisher, Photoshop, Illustrator, InDesign, Adobe, and others as assigned.
- Research information on website for intercultural projects.
- Develop the OIR brand.
- Demonstrated photography skills.
- Orchestrated coordination with program directors and supervisors of events for the creation of fliers/posters/programs/calendars/handouts/and other documents as assigned.
- Work with the OIR web designer to implement successful marketing tools to be placed on the webpage.
- Work with OIR photographer to edit and utilize pictures taken at OIR events for future publicity and marketing tools.

**Office Duties:**

- Provide front desk coverage for OIR 2114 Webb
  - Execute flier creation and printing in an efficient manner.
  - Print, cut, and distribute marketing documents to the marketing team.
  - Work directly with the OIR marketing team and staff to ensure the timely dissemination of material for event marketing.

- Create and establish marketing tools with the marketing team, program director, and supervisor of each event.
  - Design, create, and print name tags, table tents, and other documents as required.
  - Answer telephones, take messages and/or transfer to voicemail or appropriate staff/resources.
  - Make appointments for students to use Rosetta Stone (RS) foreign language software. Issue headsets and retrieve at the end of each session. Update the RS board to reflect weekly appointments.
- Other duties as assigned.

Knowledge and skills derived

- Practical graphic design experience. Experience using current graphic software technologies.
- Experience in various aspects of development and marketing of cultural and international programs, events, and activities.
- Experience in navigating and working with diverse populations
- Opportunities to enhance his/her communication and analytical skills, detailed projections, and analysis of project time lines.
- Experience in layout design and editing of publications.

Interview process

- Must be prepared to present a portfolio showcasing graphic design work if selected for an interview.
- Two part interview process. Only finalists are selected for a final interview with the Executive Director.
- Start date availability: August 2014

**To apply:** Please submit your resume, 3 samples of your graphic design work, cover letter, and a list of references to Stephanie Riggs, Cultural Relations Analyst, at [sriggs@odu.edu](mailto:sriggs@odu.edu).