Position Title: Graphic Designer  
Position Department: Marketing  
FLSA Status: Non-Exempt  
Full/Part-Time: Part-Time  
Compensation: $16.00 per hour (16-20 hours per week)  
Reports To: Marketing and 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 Cesar Chavez Community Action Center, Child Development Center, General Services Center, Human Resources, Information Technology, Events, Marketing, Print & Technology Center, Student Government, and Transportation Solutions.

**Position Summary**
The Graphic Designer is responsible for developing design projects for Associated Students, including print and web-based materials, to support visual communication, enhance and improve brand image, and increase campus-wide awareness of programs, services, events and other marketing campaigns.

**Essential Functions**
- Develop, design and create artworks, displays and promotional materials for advertising and promotional campaigns.
- Provide creative design, typesetting and layout for fliers, reports, posters, brochures, banners, online promotion and other forms of advertising.
- Effectively utilize illustrations and photography to enhance print materials.
- Design, edit and enhance images for internet publishing.
- Assist marketing team by keeping designed materials consistent with A.S. brand.
- Meet with Marketing & Communications Coordinator and/or department contacts to execute visuals.
- Participate in staff meetings and on-going staff development trainings.
- Interact in-person or through email with clients and copywriters to deliver final products.
- Communicate project challenges, issues or obstacles and helps address issues.
- Use innovation to define a design that meets the parameters of chosen media, time and cost.

**Knowledge, Skills, and Abilities**
- Proven ability and experience in graphic design.
- Able to produce creative thoughts and new ideas.
• Requires excellent time management skills (deadline-driven) and the ability to manage multiple priorities.
• Requires excellent verbal and written communication skills.
• Requires excellent interpersonal skills.
• Able to operate printers and copier machines.
• Keep abreast of new creative tools and techniques.
• Capacity to work effectively in a University environment, including its programs and services, requirements and procedures, and the overall mission and goals of an educational institution.

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 and 5:00 PM.
• Must be able to operate a computer, including a keyboard and mouse, and phone.
• Must be able to occasionally lift or carry office or marketing products or supplies, up to 40 pounds.
• Must be able to work in a team environment.

Required or Preferred Education and Experience
• Must be a matriculated SJSU student.
• Must have design experience. BFA Graphic Design, BA Graphic Design, BFA Animation/Illustration or similar programs preferred.
• Knowledge in the principles of graphic design and typography, including the ability to design, layout, and prepare finished artwork to develop a visual product.
• Must be proficient in Adobe Design Suite and have experience with Google and Microsoft products/programs.

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!