



Associated Students, San Jose State University
One Washington Square
San Jose, Ca 95192-0128

Position Title: Graphic Designer
Position Department: Marketing
FLSA Status: Non-Exempt
Full/Part-Time: Part-Time
Compensation: \$18.00 per hour
Reports to: Marketing & Communications Manager

Click [here](#) to apply!

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 for advertising and promotional campaigns, including materials such as posters, multipage documents (brochures, programs and annual reports), promotional giveaways, banners, online promotion and other special formats
- Communicate with Marketing & Communications Coordinator, Lead Graphic Designer, A.S. department contacts and Board of Directors, in-person, phone and/or through email, to execute projects
- Consistently strengthen the A.S. brand by adhering to guidelines
- Communicate project challenges, issues or obstacles and helps address issues
- Work in a timely manner to prioritize and meet project deadlines
- Develop and deepen skills in Adobe Creative Suite and other similar design tools
- Determine typeface selection for contrast, legibility and aesthetics
- Learn to display content hierarchy effectively in designs
- Effectively utilize illustrations and photography to enhance designs
- Participate in staff meetings and staff development training

Knowledge, Skills, and Abilities

- Must be proficient in Adobe Creative Suite and have experience with Google and Microsoft products/programs
- Proven ability and experience in graphic design

- Excellent deadline-driven time management skills
- Excellent verbal and written communication skills
- Excellent interpersonal skills.
- Able to produce creative thoughts and new ideas
- Able to manage multiple priorities
- Keeps 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.

Other Duties

- This job description is not designed to cover or contain a comprehensive list of activities, duties or responsibilities that are required of the employee for this job. Activities, duties, or responsibilities may change at any time, with or without notice.

Required or Preferred Education and Experience

- Must be a current SJSU student, preferably with at least one academic year remaining before graduation
- 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 final artwork to develop a visual product

Notes to Applicants

The person holding this position is considered a mandated reporter under the California Child Abuse and Neglect Reporting Act and is required to comply with the requirements set forth in CSU Executive Order 1083 Revised July 21, 2017 as a condition of employment.

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 after a conditional offer of employment. Failure to satisfactorily complete the background check may affect a conditional offer of employment.

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!