Department	Educational Opportunity Program (EOP) at San José State University (SJSU)
Compensation and Hours	**HOURS:** The EOP Graphic Designer will work 10-15 hours weekly. This is a hybrid work position (hours TBD on campus and remote) **EMPLOYMENT PERIOD:** The appointment is on a semester basis; qualified candidates who perform as expected will be renewed for the subsequent summer, fall, and spring. Start date immediate, but negotiable. **PAY RATE:** $17.20 per hour.
Application Information	**To apply for this position, please submit at least four (4) pieces of graphic design work (at least two poster designs and one brochure design) and your resume in PDF format to EOP via email: eop@sjsu.edu** Candidates will be contacted for an interview that will last approximately 30 minutes. If you have questions about this position, please email anna.wisholek@gmail.com
Overview	The graphic designer, reporting directly to the Director of EOP, is responsible for maintaining the brand of the Educational Opportunity Program and creating high impact visuals for both print and digital media. The graphic designer will also create, on occasion, a variety of print and digital media for the Student Success departments.

Minimum Qualifications
- Highly proficient in design aspects with excellent working knowledge Adobe Creative Cloud software (In Design, Illustrator, Photoshop, etc.)
- Have a good understanding of the mission and goals of the Educational Opportunity Program and SJSU
- Ability to use current department aesthetic to create new designs and continue to develop the EOP brand
- Ability to manage multiple projects while remaining flexible through multiple revisions while keeping a keen attention to detail
- Must be able to interact, communicate, and present ideas as well as work independently and efficiently
- Undergraduate student enrolled at SJSU at least part time (6 units) and a minimum SJSU cumulative gpa of at least 2.50, and good judicial standing with SJSU

Skills
- Excellent working knowledge of industry leading software and technologies (In Design, Illustrator, Photoshop, etc.) and the ability to edit printed materials
- Exceptional creativity, conceptual/visual ability, versatility, and originality
- Strong understanding of design, typography, color theory, composition, understanding the latest trends and how to make designs stand out
- Excellent time management and organizational skills
- The ability to communicate with staff to ensure designs accurately reflect the desired message and effectively express information
- Accuracy and attention to detail

Job Duties
- Gather materials, resources, information, and inspiration necessary for project completion
- Determine what messages designs should portray (motivation, community, etc.)
- Illustrate concept by designing rough layout of art and copy regarding arrangement, size, type size and style, and overall aesthetic of the project
- Submit rough layout to the director/project requester
- Contributes to team by completing related tasks as needed