



Graphic Designer

Position Overview:

Campus Recreation is seeking a student with Visual Communication experience or is currently majoring in Visual Communication to develop designs for fliers, posters, and working on other marketing initiatives that include but are not limited to NIU Today, Channel 20 Slides, and taking video and photographs at events. The student Graphic Designer will assist in the execution of a departmental marketing plan as well as collaborate with campus partners on special program and event marketing and design projects. Must want to work in a fast-paced team environment.

Responsibilities:

- Design content and images for the print materials (i.e. fliers, lobby posters, program guide, displays, promotional gift items, Channel 20 Slides).
- Develop new initiatives and methods to communicate via print media.
- Design, coordinate, and produce Campus Recreation web publications, multimedia presentations, e-communications, and other projects as needed (i.e. NIU Today, e-calendar).
- Assist with developing and implementing marketing strategies to promote facilities, programs, services, and special events for the department.
- Take program and event video and photos as needed and assist in the maintenance of Campus Recreation media.
- Edit, and proofread copy for publications.

Required Qualifications:

- Evidence of Graphic Design experience gained inside or outside the classroom, or both, via a print or multimedia portfolio.
- Must be a full time NIU student and be in good standing academically.
- An above average knowledge of various design software programs including but not limited to Photoshop, Illustrator, Publisher, and InDesign.
- Organized and able to multi-task.
- Strong attention to detail.
- Solid one-on-one and group communication skills- including listening, researching, information gathering, and collaboration skills.
- Ability to work independently or in a group setting.
- Excellent written communication skills.
- Ability to meet departmental goals and deadlines.

Preferred Qualifications:

- NIU full time student studying Visual Communication
- Video editing skills
- Multimedia skills

Compensation:

This is a 15 hour/week job paying \$8.50/hour and requires some night and weekend work. Position could be an internship opportunity. The student is expected to work the same days as full time staff members including the summer.

Other Information:

Security clearance will be conducted prior to employment. Employee must complete the State of Illinois Ethics Training after accepting the position. Employee will report to Marketing Graduate Assistant.

To Apply:

Interested and qualified individuals should contact Emma Titus at etitus4@niu.edu. Resume and portfolio must be submitted to Emma for review. A list of 2-3 work references with name of reference, phone number, e-mail, and relationship to applicant must be submitted to Emma for review.