



**Associated Students of Western Washington University**  
AS Publicity Center  
Graphic Designer (hourly)

### **About the Position**

The Publicity Center Graphic Designer is responsible for completing assigned design projects for clients of the PC.

### **About the Department**

The Publicity Center provides high quality and personalized promotional services, products and support to the Associated Students organization and students of Western Washington University. We offer excellence in graphic design, print and electronic media, and distribution services while providing unique educational opportunities and leadership experience to student employees.

### **Term of Position**

Position begins either the Monday before fall quarter or summer classes begin, and ends on the last day of spring quarter. Returning employees in good standing may return to the position for additional quarters without reapplying.

### **AS Employment Qualifications**

- Maintain a minimum credit load throughout term of position of 6 credits for undergraduates and 4 credits for graduates.
- Maintain a minimum of a 2.00 cumulative grade point average.
- Ability to complete the entire term of the position.

### **Preferred Qualifications**

- Working knowledge of and interest in publicity, communications, graphic design and advertising.
- Experience in the design and layout of posters, table tents, banners, logos, etc.
- Knowledge of, and experience using, Adobe design software
- Professional communication skills, pertaining to client services
- Organizational and time management skills
- Ability to work independently.
- Ability to work within deadlines and problem solve
- Ability to make good judgments and timely decisions related to design

### **AS Employment Responsibilities**

- Serve the diverse membership of the Associated Students in a professional and ethical manner by:
  - Being familiar with and upholding the AS Charter, all WWU policies, and all AS policies including the Employment Policy, Code of Conduct, and Program Standards.
  - Being knowledgeable of the AS organization and its general operations.

- Ensure the continuity and legacy of this position by:
  - Working with supervisor and Personnel Director to revise and update position job description.
  - Serving on search committees as designated by the AS Personnel Director.

### **Position Responsibilities**

- Provide professional design services to Publicity Center clients by:
  - Designing, preparing, and proofing electronic and print promotional campaign materials, which may include posters, newspaper advertisements, table tents, tickets, banners, handbills, web graphics, logo design etc.
  - Recording all interactions with clients by utilizing the project management software.
  - Discussing design specifics with clients for projects assigned.
  - Ensuring continual progress on projects toward completion by punctually completing tasks and working collaboratively with client
  - Ensuring inclusivity and accessibility in design content
- Ensure the smooth, effective operations of the Publicity Center by:
  - Attending staff meetings and trainings as requested by the PC Coordinator or Account Executives. (Maintaining regular communication with Account Executives about assigned projects)
  - Recording all interactions with clients by utilizing project management software for all internal and client communication.

### **Wage**

This position will receive a Graphic Artist 2 wage, which is approximately \$11.00 per hour.

### **Reportage**

This position reports directly to the AS Account Executive..

This job description is subject to change in accordance with the AS Employment Policy.

The Associated Students is an Equal Opportunity Employer. Revised

Revised on February 19<sup>th</sup>, 2016 in MOTION ASB-16-W-29