



UNIVERSITY *of* WASHINGTON

OFFICE OF MINORITY AFFAIRS & DIVERSITY

Samuel E. Kelly Ethnic Cultural Center

STUDENT GRAPHIC DESIGNER JOB DESCRIPTION

\$10.50HR DOE/One year commitment (Sept. 2015-June 2016)

The Kelly Ethnic Cultural Center

In support of the University of Washington goals, the Kelly Ethnic Cultural Center (ECC) promotes an inclusive and educational environment by providing programs and services which enhance the communication and exchange of multicultural perspectives and values. The Kelly Ethnic Cultural Center provides programs and a learning environment where students and student organizations collaborate, develop, and implement programs while building leadership and organizational skills.

Duties and Responsibilities

The ECC **Graphic Designer** position provides graphic design support to ECC staff with hard and soft copy products, including web sites. Perform a wide range of routine to complex duties and responsibilities to include: Web design, Publications, brochures, covers, Posters, briefings, multimedia, Illustration, logos, and exhibits. The ECC Graphic Designer is scheduled between the hours of **8am – 6pm, M-F for up to 19.5 hrs per week.**

Qualifications: Knowledge of design and presentation software packages to include Adobe Photoshop and Illustrator, PowerPoint, Flash, InDesign knowledge a plus. Familiarity with digital file formats (tiff, gif, eps, pdf) and the strengths and weaknesses of each. Comprehensive knowledge of graphic design principles, a wide variety of media, and production methods. Basic knowledge of black and white and color photographic processes and conventional and digital print processes.

Duties Include:

- Proficiency in manipulation of digital raster and vector images
- Knowledge in use of Adobe Master Suite(Photoshop, Illustrator, Flash, InDesign, Acrobat)
- Knowledge of graphic design related hardware(Graphical tablets, scanners, printers, digital cameras)
- Able to communicate the following well
- Design ideas
- Design revisions
- Project content
- Able to assess time-to-completion for a project
- Able to work within short deadlines
- Able to work in a diverse, fast paced environment

Desired:

- Background in Ad design
- Understanding of vector graphics and manipulation.
- Experience in Adobe Master Suite or experience in the following:
 - GNU Image Manipulation Program (GIMP)
 - CoreIDRAW
 - Online graphics editors (Aviary, Picnik, etc.)
- Entry level proficiency in the following programming languages is also recommended:
 - Hyper Text Mark-Up Language (HTML)
 - Cascading Style Sheets (CSS)
 - JavaScript
 - PHP: Hypertext Preprocessor (PHP)

Minimum Qualifications Required

- Minimum of 1 year's experience performing progressively more complex and responsible tasks including: Demonstrated ability to work independently with minimal supervision.
- 1+ years experience in a similar position.
- Excellent verbal and written communication skills
- Knowledge of HTML, CSS (cascading style sheets)
- Fluidity with imaging software (Adobe Photoshop, Elements, Illustrator etc.)
- Knowledge of office tools (Google Apps, Microsoft Office, etc.)
- Ability to learn maintenance procedures, troubleshooting skills, and software programs
- Must be reliable
- Ability to communicate policies and procedures to students and visitors;
- Ability to work independently
- Desire to work in multicultural environment

Reports to: Associate Director

Educational Benefits

The Student Graphic Designer will have the opportunity to develop critical-thinking and problem-solving skills, enhance customer service abilities and become familiar with a broad range of software programs and audiovisual equipment. The Student Graphic Designer will also have the opportunity to develop organizational, logistical and communication skills by interacting with students, staff, faculty, and the general public in a multicultural environment.

A graphics portfolio would be a very helpful piece in your application but is not required.