



UNIVERSITY of WASHINGTON

OFFICE OF MINORITY AFFAIRS & DIVERSITY

Samuel E. Kelly Ethnic Cultural Center

STUDENT GRAPHIC DESIGNER

Job Description

\$16.00/HOUR – ONE YEAR COMMITMENT REQUIRED – 19.5 HOURS PER WEEK

(September 2019 - June 2020)

The Kelly Ethnic Cultural Center

In support of the University of Washington goals, the Kelly Ethnic Cultural Center (Kelly 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 ECC 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 Kelly ECC Student **Graphic Designer** position provides graphic design support to Kelly 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 Kelly ECC Graphic Designer is scheduled between the hours of **8 am – 6 pm, M-F, 19.5 hours per week.**

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

Qualification

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.

Minimum Qualifications Required

- Minimum of 1 year 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

Desired Qualifications

- Background in Ad design
- Understanding of vector graphics and manipulation.
- Experience in Adobe Master Suite
- 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)

Reports to: Assistant Director

Educational Benefits

The 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. This person will also be able to develop organizational, managerial, logistical and communication skills by interacting with students, staff, and faculty, and the general public in a multicultural environment.

To Apply:

Each applicant must submit an application, a letter of interest, and resume. Applicants will be screened and interviews will be conducted by the Kelly ECC staff. The letter of interest should include why the applicant is interested in the position; provide examples that support and address the applicant's experiences and/or goals that have led them to this opportunity and provide specific examples from their current and/or previous activities (employment, life experiences, coursework, volunteer, teaching experience, etc.).

Send all application material to Leyla Salmassi, eccfisc@uw.edu, or drop them off at the Samuel E. Kelly Ethnic Cultural Center: 3931 Brooklyn Ave NE, Seattle, WA 98105

The University of Washington reaffirms its policy of equal opportunity regardless of race, color, creed, religion, national origin, sex, sexual orientation, age, marital status, disability, or status as a disabled veteran or Vietnam-era veteran in accordance with University of Washington policy and applicable federal and state statutes and
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regulations. The University of Washington is committed to providing access, equal opportunity and reasonable accommodation in its services, programs, activities, education and employment for individuals with disabilities.

The Samuel E. Kelly Ethnic Cultural Center values having an inclusive work place that encourages and highlights diversity of thoughts, experiences and staff. We seek applicants with varied backgrounds, experiences, abilities and skills to join our team. We encourage all aspects of diverse applicants to apply. The University of Washington is an equal opportunity, affirmative action employer.

For information or to request disability accommodation contact:

Disabled Students Services (Seattle campus) at Phone: 206-543-6450, Fax: 206-685-7264 or e-mail at dso@uw.edu. You can also visit the site at <http://hr.uw.edu/dso/>.