

**Graphic Designer**

**Position Description:** To serve as a graphic designer in the department of University Recreation aimed at producing quality marketable for each program area and the department as a whole while maintaining the brand of the department.

**Specific Responsibilities:**

* Produce marketing materials that may include, but not limited to: ads, posters, brochures, newsletters, flyers, digital ads, displays, banners, window signs, special events, mobile apps, and websites.
* Prepare final digital and print files, as well as deliver completed projects to clients as needed.
* Maintain an orderly archive of projects.
* Occasionally attend client meetings with the creative team.
* Adhere to University of Arkansas and University Recreation branding and style guidelines.
* Serve as a department ambassador and positively promote the departments at events and activities.
* Attend mandatory and optional professional development and marketing staff in-service opportunities
* Other duties as assigned.

**Minimum Qualifications:**

* Current University of Arkansas student
* Must present a design portfolio and have a basic understanding of graphic design concepts and skills.
* Must be familiar with Mac platform and Adobe Creative Suite (Photoshop, InDesign, Illustrator).
* Must be familiar with print and digital formats (native files, JPG, TIFF, PNG, EPS, PDF, etc.).

**Required License(s), Certification(s), & Background Checks:**

**Preferred Qualifications:**

* Ability to work independently and as a member of a creative team.
* Ability to communicate effectively (verbal and written) and take direction well.
* Ability to work in a fast-paced environment, handle multiple tasks simultaneously, and meet deadlines.
* Organized, punctual, reliable, and have keen attention to detail.
* Interest in marketing, graphic design, and/or UX/UI

**Physical Activities Associated with this Position:**

The following physical activities are associated with the position and will be performed with or without an accommodation. All individuals are encouraged to apply.

* Feeling, grasping, hearing, manipulating items, repetitive motion, talking- Constantly
* Lifting, reaching, sitting, walking- Frequently
* Balancing, crouching, kneeling, pulling, pushing, handling sharp objects, standing, stooping- Occasionally
* Sedentary Work. Exerting up to 10 pounds of force occasionally and/or negligible amount of force frequently or constantly.

**Visual Acuity:**

Employee is required to have close visual acuity to perform an activity such as: preparing and analyzing data and figures; transcribing; viewing a computer terminal; extensive reading; and/or visual inspection at distances close to the eyes.

**Skills Obtained:**

* Improve problem-solving skills and independently refine content and your ideas/style.
* Improve efficiency in time and project management.
* Develop sound client communication and design presentation skills.
* Expand personal graphic design knowledge and techniques.
* Expand personal portfolio.

**Work Schedule & Compensation:**

* 10-15 hours per week; variable schedule that may include morning, evening, weekend, and holiday shifts; $12/hour

**Supervision:** This position is supervised by the assistant director of marketing and public relations in UREC.

**Application Process:** Applicants must apply through <http://jobs.uark.edu>. Deadline to apply is <insert date>.