

Graphic Designer

JOB DESCRIPTION

POSITION SUMMARY

The Graphic Designer will assist with the overall creative needs of UAB University Recreation (URec) through planning, designing, and collaborating with the Assistant Director of Marketing and Membership. The Graphic Designer will be responsible for creating, designing, and delivering printed and digital marketing material for the UAB URec department. This position will work with our Student Marketing team and will directly report to the Assistant Director of Marketing and Membership.

RESPONSIBILITIES

- Work with the Student Marketing team to promote University Recreation's facilities, programs, services, and special events
- Create engaging marketing content for all URec facilities, programs, service, and special events including the design and production of print and digital materials such as flyers, posters, digital TV signage, social media, video graphics, advertisements, and other brand assets
- Maintain a consistent identity of University Recreation by following the departmental brand guidelines while meeting University's marketing requirements
- Think creatively and develop new design concepts, graphics, and layouts for printed and digital content
- Assist with scheduling content to be published on social media at ideal times
- Assist with monitoring the social media channels and activities
- Assist with managing the University Recreation's social media content calendar
- Assist with curating social media content for events, stand-alone campaigns, and other projects
- Other duties as assigned

ACQUIRED SKILLS

As a result of working as the Graphic Designer, the student will have the opportunity to acquire and further develop their graphic design, communication, time management, attention to detail, adaptability, and customer service skills.

JOB REQUIREMENTS

QUALIFICATIONS

[The requirements listed below are representative of the minimum education and/or hands-on experience necessary to perform each essential responsibility.]

- Degree seeking student at UAB
- Displays excellent written and oral communication skills
- Demonstrated knowledge of Adobe Creative Suite (Illustrator & Photoshop)
- In-depth working knowledge of Facebook, Twitter, Instagram and Hootsuite
- Ability to work both independently and as part of a team
- Basic knowledge of programs and services offered by University Recreation
- Ability to prioritize and multitask in a fast-paced environment

REQUIRED SKILLS

[The competencies listed below are representative of the knowledge, skills, and/or abilities required to perform each essential function.]

Technical Competencies

- Strong computer competency
- Well versed in Design (Adobe Photoshop, Illustrator)

Professional Competencies

- Ability to handle customer service issues
- Ability to communicate effectively with patrons and professional staff
- Ability to multitask
- Ability to receive constructive criticism
- Ability to modify design to meet client's comments and gain approval

Physical Demands

- Standing or walking for at least 50% of the shift
- Repetitive wrist, hand, or finger movement (while operating computer equipment)
- Occasional bending, stooping
- Eye-hand coordination (keyboard typing)
- Hearing and talking
- Extended periods of reading fine print