Position Description

Job Title: Graphic Designer  
Date Revised: December 5, 2012

Classification: Part-Time  
Department: Campus Recreation

Reports To: Assistant Director of Marketing and Membership  
Wages: $9.25/hour

Essential Responsibilities
[To perform this job successfully, an individual must be able to perform each essential responsibility satisfactorily. Other essential and non-essential responsibilities and projects may be assigned.]

Content Management
• Create and design publications.
• Design graphics and logos for print publications, apparel, and digital material.

Special Events
• Assist in developing recreation special events.
• Staff special events and campus orientations.
• Design pieces for the special events.

Other responsibilities
• Assist in marketing presentations.
• Assist in facility and office management.
• Attend office, staff, and department meetings as scheduled.
• Evening/Weekend work responsibility as needed.
• Working within a non-smoking environment.

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

• Experience in design, web design, writing, marketing, advertising, or other related experience.
• CPR/AED and First Aid certified.
• Ability to use, or learn to use, various computer software programs.
• Ability to work as part of, and lead, a team that collaborates effectively with colleagues.
• Strong written and verbal communication skills.
• Knowledge of standard practices and demonstrated experiences in Campus Recreation.
• Entrepreneurial spirit and enthusiasm; strong communication and presentation skills.
• Analytical skills to: identify problems, assess alternatives, and render consistent, logical decisions.
• Ability to thrive in an environment that values high expectations, accountability, and balanced life choices.

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

Technical Competencies
• Microsoft Office suite.
• Adobe Creative Design suite.
• Social networking sites (Facebook, Twitter, etc.).
Professional Competencies
Adaptability, analytical & critical thinking, initiative & motivation, planning & project management, decision making & judgment, business acumen, customer service, teamwork, diversity awareness, interpersonal, relationships, communication, integrity, leadership, long-term focus, organizational learning & change management.

Human Relations:
Internal contacts include staff at all levels. External contacts include external customers and vendors. Contact involves troubleshooting, informing, exchanging information, negotiating, making recommendations, and giving information or instructions.

Work Environment and Physical Demands:
[The demands marked below are representative of those that will be required to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. Please indicate below where reasonable accommodation may be needed.]
Work Environment
- Office environment/fitness center environment.
- Moderate to loud noise.
- Occasional evening or weekend work.
Physical Demands
- Sitting at desk or table for at least 50% of the work day.
- Standing or walking for at least 50% of the work day.
- Repetitive wrist, hand, or finger movement (while operating computer equipment).
- Occasional bending, stooping.
- Eye-hand coordination (keyboard typing).
- Hearing and speaking fluent English.
- Extended periods of reading fine print.

Employee Acknowledgement
By signing below I acknowledge that I have read and understand the purpose, essential responsibilities, minimum requirements, competencies, work environment, equipment, and physical demands required of my job as described above. Further, I acknowledge that if, because of a disability, I need an accommodation in order to perform the essential functions of my job, I will notify the human resources department, who will work with me to determine what, if any, reasonable and effective accommodation can be made.

The above statements are intended to describe the general nature and level of the work being performed by people assigned to this position. I understand that this is not an exhaustive list of all duties and responsibilities, and that Centers reserves the right to amend and/or change responsibilities to meet business and organizational needs.

Employee Signature

Date