

GRAPHIC DESIGNER
OFFICE OF RESIDENCE LIFE



Title: *Graphic Designer*

Location: *Office of Residence Life*

Pay Rate/Class: *\$15.00/hour*

Student Affair Employment Program

This program empowers students to reach their full, personal potential in preparation for the workforce by developing practical and professional skills.

Student Learning Outcomes for this Position Include:

- Provide excellent customer service, anticipating customers' needs and using effective listening skills
- Manage priorities effectively and use time efficiently
- Demonstrate strong interpersonal skills and is able to work as a member of a team
- Demonstrate and further develops computer skills necessary to perform duties
- Demonstrate effective problem solving skills; analyze situations and respond appropriately
- Understands and enforces departmental policies, procedures and processes
- Demonstrates reliability with attendance and punctuality
- Reveal a detail-oriented mindset and complete work that is high quality
- Written communication is professional, appropriate for the audience, and free of errors

Qualifications:

- Full-time matriculated SCSU student
- Undergraduate students must have a minimum 2.0 at the time of application and for the duration of employment. Graduate students must have and maintain a minimum 3.0 GPA at the time of application and for the duration of employment.
- All candidates must successfully pass a background check as a condition of employment.
- Offers are made for the academic year and all graphic designers are required to participate in an employment review

Preferred Skills:

- Knowledge in current Internet standards, including Web browsers and browser specifications.
- Strong graphic design and page layout skills.
- Effective verbal and written communication skills and the ability to interact professionally with a diverse group of users and support staff.
- Attention to detail is required.
- Extensive experience with at least one desktop publishing/imaging application for each category:
 - Photo Editing (Adobe Photoshop)
 - Drawing (Adobe Illustrator)
 - Page Layout (Adobe InDesign)
 - Presentation (MS PowerPoint, Prezi)

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Position Description:

The Graphic Designer is a student employee within the Office of Residence Life. Shifts will occur Monday through Friday between 8:30 AM – 4:30 PM, working no more than 20 hours during an academic semester.

Job Duties:

- Design and production of all printed materials to advertise Residence Life services and programs in the residence halls.
- The Graphic Designer also assists with multimedia presentation, newsletters, trademark creation, and designing other publicity products such as T-shirts, posters, flyers, etc.
- Maintain confidentiality of all residence hall records and information

How to Apply:

Applications should be submitted electronically using the MyHousing Portal. Questions or concerns should be forwarded to the Office of Residence Life:

Schwartz Hall, Room 105 / 320 Fitch Street
New Haven, CT 06515
P: (203) 392-5870 / F: (203) 392-5867