

GRAPHIC DESIGNER  
OFFICE OF RESIDENCE LIFE



**Title:** *Graphic Designer*

**Location:** *Office of Residence Life*

**Pay Rate/Class:** *\$17.00/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