

Title: Graphic and Web Design Student Supervisor

Term of Employment: Academic Year

Pay Classification: Student Supervisor/Technology 1

Overall Responsibility: Work with the CSU Communications Coordinator to create, manage, and distribute various marketing materials for events in the Centennial Student Union. Work with student organizations in order to develop new marketing material. Supervise the work of the Communications Student Team.

Responsibility Distribution	Position Responsibilities and Tasks
55%	<ul style="list-style-type: none">• Create marketing materials for the Centennial Student Union and Student Activities/IMPACT. Including but not limited to posters, flyers, sandwich board placements, and digital slides.
40%	<ul style="list-style-type: none">• Supervise the Student Graphic Designers in day-to-day and project related deadlines• Work with the Graphic Designers, Website Designers, and the Communications Coordinator to develop schedules, training materials, or other documents/applications as needed
5%	<ul style="list-style-type: none">• Represent the CSU during events that require additional staff persons, such as Homecoming• The CSL's position may require them to assist in staffing of CSU events, help with orientation duties or the like• Any other tasks as designated by CSU Staff or the CSU Communication Coordinator.

Learning Objectives

Portfolio Building & Exposure	<ul style="list-style-type: none">• The Student will gain the opportunity to create, manage, and maintain a large number of web-based, digital, and print media, all of which may be added to their creative portfolio
Team Leadership & Supervisory Experience	<ul style="list-style-type: none">• The Student will gain substantial experience in leading a project-oriented team as supervisor to the students in the Graphic Design area• The student will gain experience in managing deadlines in a team setting, scheduling, personnel management, etc.
Critical Thinking	<ul style="list-style-type: none">• The student will develop the ability to problem solve, identify quickly and accurately critical issues when making decisions, and to identify information sources to effectively and efficiently solve problems.
Communication	<ul style="list-style-type: none">• The Student will develop the skills necessary for professional communication both written and oral• The Student will learn to articulate directions and goals to subordinates quickly and efficiently.

Supervisor: _____

Date: _____

Student: _____

Date: _____