

Title: Graphic Design Associate

Term of Employment: Academic Year (Aug-May)

Overall Responsibility: Work with the CSU Communications Coordinator and the Web and Graphic Design Supervisor to create, manage, and distribute marketing materials for events in the CSU. The Student will work closely with Student Activities, IMPACT, Faculty, and Staff to advertise and market CSU Events, Projects, and Programming.

Responsibility Distribution	Position Responsibilities and Tasks
65%	<ul style="list-style-type: none"> • Create marketing materials for the Centennial Student Union and other Student Organizations on campus <ul style="list-style-type: none"> ○ Posters ○ Flyers ○ Sandwich Board Placing ○ Digital Slides
30%	<ul style="list-style-type: none"> • Work with Student Activities and IMPACT to develop new marketing materials • Create innovative ways to market given the forums available in the CSU
5%	<ul style="list-style-type: none"> • Represent the CSU as a staff person at events such as Homecoming and Welcome Week • Staff events and perform duties requested by any executive staff during Events • Perform other duties as assigned

Learning Objectives

Portfolio Building	<ul style="list-style-type: none"> • Throughout the academic year, the Student will create multitude of marketing materials, all of which will be able to be used in a professional portfolio
Collaboration and Team Work	<ul style="list-style-type: none"> • The Student will gain experience working with a peer-group consisting of co-workers, as well as a peer in a supervisory position. • The nature of the position will cause the Student to work with a diverse population of individuals and organizations, broadening the Student's collaborative work skills.
Critical Thinking	<ul style="list-style-type: none"> • Students will develop abilities in identifying quickly and accurately the critical issues when making a decision or solving a problem, identifying problems and needs, identifying information sources appropriate to a problem or need, and formulate questions to clarify a problem or need.