OPENING FOR
CREATIVE DESIGN COORDINATOR
ASI MARKETING, DESIGN AND PUBLIC RELATIONS

ANTICIPATED HIRING RANGE: $36,000
Anticipated Total Compensation Package = $60,789 annually*
*based on health insurance coverage for employee + family
This is a full-time position that is eligible for benefits.

(Portfolio must be submitted with the application)

THE POSITION

Under the general supervision of the Marketing and Public Relations Manager, the Creative Design Coordinator is responsible for coordinating the workflow of design projects and creating design concepts for print and digital media that adhere to ASI's Brand Guidelines and high standards.

ESSENTIAL DUTIES AND RESPONSIBILITIES

- Organizes, schedules, and coordinates workflow of Marketing, Design and Public Relations design projects, including print and web media
- Conceptualizes, develops and executes a wide variety of design concepts for permanent and promotional materials
- Collaborates with customers to understand and address their creative design needs and provides creative design expertise
- Supervises and mentors student interns and graphic designers
- Reviews and assigns projects to student graphic designers; reviews and ensures the quality of assigned work
- Ensures projects are efficiently moved from conception to completion and provides information on cost effective ways to implement projects
- Understands and implements the company brand and visual identity and ensures creative designs are consistent with company branding
- Documents, maintains and enforces graphic standards of Associated Students, Incorporated and Cal Poly Pomona University to ensure brand image is adhered to
- Assists with invoicing for work performed
- Maintains a database of all creative design projects, deadlines and completion dates
- Assists the Marketing and Public Relations Manager in administering a full-service marketing office
- Performs other duties as assigned

QUALIFICATIONS

- Equivalent to a BA or BFA degree in Fine Arts from a four-year college or university preferred
- Three years of professional graphic design experience
- One year supervisory experience
- Trained in traditional and new media, Pre-press knowledge, strong computer skills in applications such as InDesign, Illustrator, Photoshop, Microsoft Office Suite, PC and MAC
- Attention to detail, time-management and organizational skills, and team-based collaboration
- Ability to consistently produce high-quality, creative work
- Ability to work with marketing team focused on creative, high-quality publications; enhanced media presence, public relations and promotions
- Demonstrated commitment to student development and learning
Ability to communicate clearly and concisely, both orally and in writing
Ability to work independently with minimal supervision and in a team environment
Ability to work in a demanding, deadline-driven environment
Ability to follow and adhere to safety guidelines
Ability to operate an office workstation software, utilizing current word processing, spreadsheet and other software
Proficiency with editing and proof reading skills
Demonstrated ability to work with a diverse student population and campus community

WORK ENVIRONMENT

Frequently required to sit, talk and hear; manual dexterity, eye-hand coordination, and verbal communication; use of office equipment: telephones, calculator, copier and fax. Must be able to walk, stand, bend and lift up to 40 pounds.

APPLICATION PROCEDURE

An application, portfolio, and resume are required. A resume does not replace the information requested on the application form. Applications are available on the ASI Website and in the Human Resources Department.

Submit resume, portfolio and application to: Associated Students, Inc.
Human Resources Department
3801 W. Temple Ave., Bldg 35
Pomona, CA 91768

Phone: (909) 869-3546
E-mail: asihr@cpp.edu

Position open until filled. The provisions of this bulletin do not constitute an expressed or implied contract. Any provision contained in this bulletin may be modified or revoked without notice.

ABOUT ASI

Established in 1963, Associated Students, Inc. (ASI) is a recognized auxiliary organization of Cal Poly Pomona that is led, funded and mainly staffed by students. Guided by the core commitments to the promotion of student development and provision of quality facilities, programs and services, ASI provides for student representation at the campus and system-wide level and offers leadership development through student government, student-led programming, student employment and student involvement in a wide array of Bronco Student Center programs and services. ASI fully supports the enrichment of student life by providing annual funding support for student clubs and organizations, diversity programs, athletic scholarships and academic support programs.

EOE

ASI is an Equal Opportunity Employer. Please notify the Human Resources Department for reasonable accommodation requests during the selection process

MANDATED REPORTING REQUIREMENT

In compliance with the California Child Abuse and Neglect Reporting Act (CANRA) and the CSU Executive Order 1083, each ASI employee is designated as a mandated reporter and is required to sign an Acknowledgment of Mandated Reporter Status and Legal Duty to Report Child Abuse and Neglect.