



OPENING FOR
CREATIVE DESIGNER
ASI Marketing, Design and Public Relations

ANTICIPATED HIRING RANGE: **\$31,200 - \$35,000 annually**
Anticipated Total Compensation Package with Benefits: \$56,913 - \$61,017 annually
*based on health insurance coverage for employee + family

This is an hourly, non-exempt, full-time position that is eligible for [benefits](#).

A portfolio is required at the time of application submittal and will not be returned

THE POSITION

Under the general supervision of the Associate Director of ASI Marketing, Design, and Public Relations and Creative Design Coordinator, the Creative Designer is responsible for translating concepts and ideas into graphic design for University-wide marketing purposes, as well as developing and creating graphics to maintain and support ASI's brand and visual identity across all online and off-line mediums. The Creative Designer performs routine and non-routine tasks requiring independent judgement and decision-making in support of Associated Students, Incorporated's dynamic communications and marketing team. This position will require an understanding of the marketing team's various needs and dynamics, and will involve close collaboration with various internal and external constituents.

ESSENTIAL DUTIES AND RESPONSIBILITIES

- Conceptualizes, develops and executes a wide variety of design concepts for permanent and promotional materials
- Develops visual designs, templates, and style guides
- Assists the Creative Design Coordinator with mentorship and guidance to student interns and graphic designers
- Reviews quality of graphic designers' work and provides constructive feedback
- Assists Creative Design Coordinator with project assignments to graphic designers and ensure projects are completed in a timely manner
- Prepares artwork for proofing and production to ensure quality
- Documents, maintains and enforces graphic standards of ASI and the university to ensure images adhere to the appropriate brand image
- Understands and implements the company brand and visual identity and ensures creative designs are consistent with company branding
- Collaborates with marketing team to meet business objectives of the organization
- Collaborates with associates of other departments to understand and address their creative design needs and provides creative design expertise
- Assists the Associate Director of Marketing, Design and Public Relations in administering the operational needs of the department
- Perform other duties as assigned

QUALIFICATIONS

- Equivalent to a BA or BFA degree in Graphic Design from a four-year college or university preferred
- Strong grasp of design concepts
- Knowledge of layouts and graphic fundamentals; must understand and have the ability to storyboard and translate ideas to solutions
- Possess exceptional interpersonal and communication skills
- Ability to work well in a demanding, deadline-driven environment and consistently produce high-quality, creative work
- Ability to work well with design team focused on creative, high-quality publication, enhanced media presence, public relations and promotions

- Trained in traditional and new media, Pre-press knowledge, strong computer skills in applications as in Adobe Creative Suite, Microsoft Office Suite, PC and MAC
- Demonstrated ability to provide friendly and pleasant customer-oriented service
- Demonstrated commitment to student development and learning
- Attention to detail, time-management and organizational skills, and team-based collaboration
- Ability to follow instructions and accurately accomplish tasks in a timely manner to meet deadlines
- Ability to prioritize tasks, display initiative and remain flexible in a changing environment
- Demonstrated ability to work with a diverse student population and campus community
- Skill test will be given to screen all candidates at time of interview
- Portfolio is required at the time of application submittal and will not be returned
- Ability to satisfactorily complete a background check (including a criminal records check)

POSITION SENSITIVITY

Based on the duties and responsibilities of this position, this position has been designated to be a sensitive position.

BACKGROUND CHECK

A background check (including a criminal records check) must be completed satisfactorily before any candidate can be offered a position with Associated Students, Inc., Cal Poly Pomona. Failure to satisfactorily complete the background check may affect the application status of applicants or continued employment of current ASI employees who apply for this position.

WORKING ENVIRONMENT

Frequently required to sit, talk and hear; manual dexterity, eye-hand coordination and verbal communication; use of office equipment: computer, printer, telephone, calculator, copier and fax. Must be able to walk, stand, bend and lift up to 25 pounds.

APPLICATION PROCEDURE

Both an application 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 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.