



## STUDENT ASSISTANT EMPLOYMENT OPPORTUNITY

<b>Title:</b>	<b>Graphic Designer</b>
<b>Department:</b>	Marketing, Design and Public Relations
<b>Hourly Rate:</b>	\$12.00
<b>Posting Date:</b>	January 24, 2019 – April 26, 2019
<b>Work Hours:</b>	15 – 20 hours a week; shifts based on operational need of the organization
<b>Included with Application:</b>	<b>Resume and Portfolio are required</b>

### Position Definition

The Graphic Designer provides support to ASI's dynamic communications and marketing team. Under the direction of the Creative Design Coordinator, the Graphic Designer is responsible for translating concepts and ideas into a graphic design. Develops and creates graphics to support ASI's brand and visual identity. Prepares artwork for proofing and productions. Documents, maintains and enforces graphic standards of ASI and Cal Poly University.

### Essential Duties

- Develops and creates graphics to support ASI's brand and visual identity
- Prepares artwork for proofing and productions.
- Documents, maintains and enforces graphic standards of ASI and Cal Poly University
- Complete assigned projects
- Perform other duties as assigned

### Qualifications:

- Skilled in creative graphic design
- Possess exceptional interpersonal and communication skills
- Ability to work well in a demanding, deadline-driven environment
- Ability to work well with design team focused on high-quality publications and enhanced media presence
- Trained in traditional and new media; strong computer skills in Adobe Creative Suite
- Ability to operate an office work station, utilizing word processing, spreadsheet & other software current in use
- Ability to communicate clearly and concisely, both orally and in writing
- Must be able to work in a cross-platform environment (Mac and PC)
- Demonstrated ability to work with an ethnically diverse and culturally pluralistic student population and campus community
- Major in Graphic Design preferred
- Skill test will be given to screen all candidates at time of interview

### Work 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.

### Employment Eligibility:

Employment with ASI is open to any Cal Poly Pomona student who is eligible to work and has the legal right to work in the United States. In addition, the employee must be currently enrolled for at least 6.0 units (undergraduate) and 4.0 units (graduate) at the end of the add-drop period, have a minimum 2.0 GPA and be in good standing with the University. Individuals enrolled only in Extended University are not eligible for hire. Exceptions to the unit load requirement are allowed during the summer term and for students who have applied for graduation for the current term. Applications for employment are available at the ASI Human Resources Office located on the first floor of the Bronco Student Center, Room 1216 or online at the ASI website: <http://asi.cpp.edu/employment-opportunities/>

### System-wide Smoke and Tobacco Free Environment EO 1108:

Cal Poly Pomona is a smoke and tobacco-free campus. Please refer to the link below for policy information.  
<http://www.calstate.edu/EO/EO-1108.html>

### 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.

**About the Associated Students Incorporated:**

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, including The Bronco Recreation and Intramural Complex (BRIC), as well as the Children's Center. 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.

**ASI is an Equal Opportunity Employer**