

Department of Recreational Sports Advancement & Assessment - Graphic Designer

The Department of Recreational Sports at Oregon State University is committed to achieving excellence through cultural diversity and actively encourages applications from women, persons of color, and individuals from other emerging majority groups. Interview questions will be developed based on the information in this job description.

Department of Recreational Sports Mission Statement

We strengthen the University by providing quality recreational and educational opportunities that foster healthy living.

Definition and Purpose

Graphic designers collaborate with professional marketing staff to promote Recreational Sports facilities, programs, and services. Designers produce a wide variety of materials including digital (web banners, social media graphics, slides, etc.) and print (ads, brochures, posters, t-shirts etc.). Designers are full participants in the design creation and implementation process. This includes meeting with clients to ascertain needs, working with print shops on material production, and distributing the materials throughout campus. It's a fun, student-centered and supportive environment that focuses on students' professional development.

Department of Recreational Sports Employee Expectations

- Model, promote, and consistently enforce policies for the Department of Recreational Sports
- Maintain written and oral communication with other staff members, supervisors, and administrative staff
- Maintain required certifications
- Attend orientation sessions, staff meetings, and in-service trainings
- Maintain and promote a safe and fun environment for all participants and staff
- Provide quality customer service to all patrons

Position Duties and Responsibilities

- Design and produce materials for the department consistent with the OSU and Recreational Sports Brand Identity Guidelines
- Facilitate meetings with clients regarding design work
- Reserve/schedule spaces to post materials on campus
- Support and assist the Advancement and Assessment team with various tasks, events, and tours
- Support design needs of Student Affairs initiatives
- Support and lead department-wide branding projects
- Post materials in Rec Sports facilities, Memorial Union, and other buildings on campus as needed
- Maintain communication with inclusivity partners
- Other work as assigned

For more information go to: recsports.oregonstate.edu
For alternative formats or accommodations related to a disability,
please contact Tina Clawson at 541-737-6830 or
Tina.Clawson@oregonstate.edu.



Oregon State University
Recreational Sports

Minimum Qualifications

- Good academic standing with a minimum 2.5 GPA
- Must have been accepted into the OSU Graphic Design Program
- Proficiency in the following programs: Adobe Creative Suite, Microsoft Office
- Demonstrated ability to organize and complete tasks in a timely manner
- Demonstrated ability to work independently and as a team member
- Excellent oral and written communication skills
- Awareness and appreciation of individual uniqueness and diversity
- Demonstrated ability to prepare and package projects for print
- Commitment to accessible design practices

Education

Must be a currently enrolled Oregon State University student. Must have been accepted into the OSU Graphic Design Program

Certifications

First Aid, CPR/AED for the Healthcare Provider and DRS Bloodborne Pathogens certifications will be required before employment begins.

Hours/Schedule

10-15 hours per week Monday – Friday, 8am-5pm. Early morning, late night, and weekend hours may be required in rare circumstances. Employment during the summer term and academic break periods is negotiable.

Compensation

Student employees are paid an hourly wage consistent with the OSU Student Employment Pay Rate Guidelines. The Department of Recreational Sports identifies pay ranges base upon job duties, level of responsibility and complexity of the work to be performed.

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