Program Area: Advancement & Assessment
Position: Graphic Designer

Mission Statement
We create engaging environments for student growth and success. We inspire healthy living by providing quality recreational and educational opportunities for the Oregon State University community.

Employee Expectations
- Know Your Stuff: Learn, model, promote and consistently enforce policies for the Department of Recreational Sports.
- Communicate Like a Pro: Professionally and proactively communicate with your teammates, supervisors and administrative staff.
- Stay Sharp: Maintain required certifications and attend orientation sessions, staff meetings and Director’s Retreat as directed.
- Seek Solutions: Provide quality customer service to all patrons and search for a “path to yes” when possible and aligned with mission.
- Deliver a Positive Experience: Maintain and promote a safe and fun environment for all participants and staff.
- Engage & Grow: Participate in the On-Ramp career readiness program while developing transferable skills with a “growth mindset”

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 (posters, flyers, t-shirts etc.). Designers are full participants in the design creation and implementation process. This includes meeting with clients to ascertain needs and working with print shops and vendors on material production. It's a fun, student-centered and supportive environment that focuses on students' professional development.

Position Details, Duties and Responsibilities
- Meet with clients and marketing communication staff to ascertain project goals and objectives.
- Produce, proofread, edit, and prepare project deliverables for print and/or digital distribution that are consistent with the OSU and Recreational Sports brand and accessibility standards.
- Utilize project management software to manage projects, departmental communication, and deadlines.
- Support and assist the Advancement and Assessment team with various tasks, tours, and events (e.g., Rec Night and campus fairs as assigned).
- Other work as assigned.

Minimum Requirements
- Must be a currently enrolled OSU student and/or an enrolled student in OSU’s Degree Partnership Program
- Must meet OSU student employment eligibility requirements including being degree-seeking and maintain minimum credit amounts
- Must be accepted into the OSU Graphic Design Program.
- Proficiency in Adobe Creative Suite and Microsoft Office.
- Demonstrated ability to organize and complete tasks in a timely manner and meet deadlines.
- Demonstrated ability to work independently and as a team member.
- Excellent oral and written communication skills and the ability to explain design concepts to non-designers.
- Excellent attention to detail and proofreading skills.
- Demonstrated ability to prepare and package projects for print.
- Commitment to providing an exceptional client experience (e.g. listening to client needs, responding in a timely manner, etc.).
- Awareness and appreciation of individual uniqueness and diversity.
- Commitment to accessible design practices.

Period of Employment: One academic year (continuing employment is contingent upon satisfactory completion of a 30 day probationary period and satisfactory job performance as evaluated by immediate supervisor). One working in this position can expect to work 10-13 hours per week Monday – Friday, 8 a.m. - 5 p.m. 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 a wage consistent with the OSU Student Employment Pay Rate Guidelines. The Department of Recreational Sports identifies pay based upon job duties, level of responsibility and complexity of work to be performed.

The Department of Recreational Sports at Oregon State University commits to achieve excellence through cultural diversity and actively encourage applications from all genders, persons of color, and individuals from underrepresented groups. Interview questions will be developed based on the information in this position description. All job offers are contingent upon Human Resources final approval.