

## JOB DESCRIPTION

# Graphic Artist

### Position Information

**Description:** The graphic artist is responsible for proper completion of graphic design and layout assignments. The emphasis of this operation will be to design visual material needed to promote the University Union, University Dining, and the Student Engagement Center, its programs and operations.

**Supervisor:** Marketing & Graphic Design Specialist

**Pay Rate:** \$12.50 per hour

**Time Commitment:** Graphic Artists work approximately 12-15 hours per week during the school year preferably between the hours of 8am and 5pm. Hours are available over academic recess and summer/winter break periods. Evening and weekend hours are not required.

### Responsibilities

- Conceptualize, design and prepare a variety of print and digital materials, including posters, flyers, large-format prints, table tents, digital signage, and web images.
- Utilize the designated project management software consistently by uploading drafts, communicating with other team members, and disseminating feedback.
- Maintain an organized portfolio of in-progress and completed projects.
- Work collaboratively with the marketing team and its clients; be willing and able to receive constructive feedback on designs and layout.
- Prioritize projects and maintain a consistent work schedule to efficiently balance workload.
- Develop knowledge of the latest graphic design techniques.
- Completion of all other duties assigned by the Marketing & Graphic Design Specialist and Marketing Coordinator.

### Qualifications

- Completion of Graphic Design Studio I & II (DESIGN 331 AND 332) and sophomore or junior class standing is desired.\*
- Applicants are required to have artistic skills in design and layout and must have experience with Adobe Illustrator, Adobe Photoshop, and preferably InDesign.
- Skills with drawing tablets (including iPads) are a plus.
- Familiarity with the UW-Green Bay and the University Union and its departments/services is desired.
- Applicants will be required to present a portfolio of original artwork to be examined at the interview.

\*Incoming students from NWTC will receive equal consideration.

*Updated 10/24/2024*