Center for Global Education- Graphic Designer

Position Description:

A Graphic Designer is needed in the Center for Global Education (CGE) to maintain and update the office’s website, documents and marketing materials.

Position Hours/Pay:

- 3-4 hours per week
- $7.25 per hour

Position Hire Date:

- August 24th, 2016

SKILLS & QUALIFICATIONS

- Ability to hold regular weekly office hours
- Desired software skills includes:
  - Adobe Photoshop, Illustrator, and InDesign
  - Microsoft Office Suite
  - Website content editing
- Experience creating flyers and brochures for events and programs
- Experience with web content maintenance
- Creative and open to new ideas about marketing and design
- Can communicate effectively both in writing and verbally
- Self-motivated, organized, and have excellent understanding of time management
- Ability to work independently as well as in collaboration with other staff members
- Openness to working outside of regular office hours as needed to meet project deadlines.
- Has general knowledge of the Center for Global Education’s goals and mission and will actively support this mission.
- Multicultural Competence – the awareness, knowledge, and skills needed to work with others who are culturally different from self in meaningful, relevant, and productive ways.

A student with previous office experience and a Graphic Design major is desirable.*Submission of design examples and interview are required. Applicant should email design examples to Hannah Lloyd at hlloyd@edgewood.edu or bring at the time of scheduled interview upon submission of an application.

DISCLAIMER

The above statements are intended to describe the general nature and level of work being performed by people assigned to this position. They are not intended to be an exhaustive list of all responsibilities, duties and skills required of personnel so classified.

To Apply:
http://my.edgewood.edu/sites/services/HRE/sefs/cjfs/Lists/Center%20for%20Global%20Education%20Graphic%20Designer/overview.aspx