Graphic Designer

Accountability: The Graphic Designers report to the Co-Director of Business Operations of DSC.

Scope of Responsibility: The Graphic Designer is responsible for developing and maintaining awareness of the UWSP DSC operations through text and graphic design projects. Well-developed written, graphic, and verbal communication skills are desirable, as well as a general knowledge of marketing and promotions principles. The primary emphasis will be to promote new and existing UWSP Dining & Summer Conferences revenue producing operations.

Specific Duties:
- Develop and/or maintain existing promotions for UWSP DSC.
- Work with the other graphic designer, students, administrative staff, and area managers to develop promotional signage.
- Ability to work in a fast-paced environment and meet strict deadlines.
- Take projects from the idea stage to production.
- Install promotions and signage in appropriate formats.
- Create signage, menus, and meal vouchers for UWSP DSC promotions events; update and make changes to existing signage often.
- Responsible for researching, branding, marketing, event planning, photography, and book submission(s) for annual NACUFS competition and be willing to take on heavier work loads and higher responsibility during this time.
- Work closely with the Student Marketing and Web Designer to update web pages as needed.
- Other duties/special projects as assigned by supervisors.

Specific Skills Needed:
- Must possess exceptional written, graphic, and verbal communication skills; the ability to work with minimal supervision; a general knowledge of marketing and promotion principles; and knowledge of printing and duplication operations.
- Experience with the Adobe Creative Suite including Photoshop, Illustrator, InDesign, Acrobat, and Bridge.
- Ability to set up files correctly for digital and print materials.

Qualifications:
- Maintain a minimum of 15-25 hours of work each week during the academic year; and preferably be available to work limited hours during the summer session.
- Must be at junior standing within the Graphic Design program at UWSP.
- Have at least four semesters remaining at UWSP.
- Must be able to work with very limited supervision and have a balanced knowledge of campus’s student employment operations and policies.

Base Wage: $9.50/hour