UCAE Student Involvement Team

Graphic Designer Student Staff Position

Position Description:

The graphic designer student employee will develop and create quality marketing and public relations tools through flyers, wall decals, posters, documents, programs, and more. The graphic designer is also responsible for enhancing the quality of the UCAE Student Involvement Team brand. Create and develop dynamic, innovative, informative and engaging marketing materials that enhance the resources available and provided by the UCAE.

Required hours 10 hours/week.

About the UCAE Student Involvement Team:

The Student Involvement Team is committed to providing a wide variety of opportunities for Duke students interested in and engaging with Duke and Durham communities. We advise student leaders, coordinate programs, and provide support for student organizations.

Position Requirements/Expectations:

- Ability to work 10 hours per week in the UCAE
- Work study preferred
- Strong oral and written communication skills
- Positive attitude and work ethic
- Enthusiasm and pride for Duke University
- Ability to identify and apply tactics to problem solve
- Ability to excel in a team-oriented environment and the ability to work independently
- Desire to be innovative and creative in one’s work
- Capacity to follow directions and demonstrate strong organizational skills
- Commitment to the position and a demonstrated ability to be reliable
- Demonstrated artistic ability to creatively design flyers/wall decals/posters/programs/handouts and other documents as assigned.
- Demonstrated ability to multitask and work in a high-paced environment.
- Expert in utilizing graphic design applications such as Publisher, Photoshop, Illustrator, InDesign, Adobe, or others.
- Work with UCAE staff to utilize pictures taken at UCAE events for future publicity and marketing tools

Benefits:

• Unique chance to provide input and play an active role in the overall look of the UCAE at Duke
• Ability to design and execute your own special projects related to personal areas of interest and UCAE operations
• Participate in valuable leadership training and skill development as a member of the UCAE Student Staff team
• Pay Rate: $9.00 per hour.

Questions? Contact Ali Shumar, Allison.Shumar@duke.edu, in UCAE: Student Involvement.