Job Title: Graphic Designer  
Status: Temporary, Non-Benefits Eligible, At Will  
Department: Student Affairs Marketing Department

The WMU Division of Student Affairs is searching for a talented part-time Graphic Designer to fill a temporary position in the Marketing Communications Department. Successful candidate should have at least two years professional work experience in print and web design. Advanced experience with professional design software is required. This is a project-based position. $15-$20 hr.

Email resume and cover letter to SA_Marketing@wmich.edu. Resume review will begin March 18, 2019 and will continue until position is filled.

General Summary
Creates and produces artwork and/or graphic design projects for various publications and web sites related to Student Affairs. Various projects include brochures, booklets, posters, logo design and web design.

Graphic/Web Design
- Ability to design for college students using professional graphic design software.
- Independently conceptualizes, creates and develops original artwork and/or graphic designs for various publications.
- Ability to proofread text and edit own work.
- Basic photography for events, students and campus facilities.
- Ability to see project through from rough design to finished product.
- Prepares electronic files for printing.
- May maintain databases for tracking project status, billings, documenting project specifications and other data.
- May take part in other special projects and perform tasks as needed.
- Create web graphics using a variety of software tools.

Minimum Qualifications
- Degree in graphic design, commercial art or relevant field.
- Two or more years experience in creative graphic design.
- Experience with Adobe Creative Suite.
- Strong communication and interpersonal relations skills.
- Must be able to independently take a project from conceptualization through the finished product.

This description indicates the general nature and level of work performed by employees in the above job. It is not intended to be a comprehensive inventory of all duties, responsibilities, and qualifications required of employees assigned to the job.