



Graphic Designer

Position Title

Office for Sustainability Graphic Designer

General Summary

The Office for Sustainability (OfS) at Western Michigan University (WMU) is seeking a part-time Graphic Designer to develop and create clear and engaging graphic communications. This paid student staff position will work closely with OfS leadership to translate concepts into marketing tools including brochures, posters, flyers and other materials for print and web. This position plays an important role in maintaining the brand and overall image of the OfS.

Major Duties

- Design OfS promotional materials including publications, brochures, and posters
- Take photos and edit for print and media pieces
- Assist with creating media kits
- Help with brainstorming concepts for upcoming projects & marketing strategies
- Update existing collateral material and/ or design graphics for other creative tasks that may arise
- Attend and contribute to weekly team meetings and report on progress with projects
- Submit semester project brief and deliver end of semester presentation to your peers and co-workers at the OfS
- Facilitate at least one workshop related to sustainability
- Other duties as assigned

Position Requirements

- Undergraduate or graduate student currently enrolled at WMU in [good academic standing](#)
- Major or minor in graphic design or graphic communication
- Proficiency in InDesign, Illustrator and Photoshop
- Ability to work independently and as part of a team within a fast-paced environment with changing priorities
- Proficiency with coordinating multiple, deadline driven tasks
- Open to constructive critique
- Ability to communicate effectively through various methods
- Understand the importance of incorporating accessible graphics for audience members
- Active participation with the OfS team implementing our OfS Diversity & Inclusion Action Plan

Desired Qualifications

- Personal commitment to sustainability
- Previous graphic design experience (at an organization or freelance)

Hours and Compensation

Expected commitment is 12-14 hours per week starting at \$12.50 per hour.

Note: 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.



Tentative Start Date:
Mid-February 2023

To Apply

1. Complete the application found at <http://www.wmich.edu/sustainability/opportunities/jobs>.
2. Email application and **portfolio** to wmu-sustainability@wmich.edu or send a hard copy to 1903 W Michigan Ave, Kalamazoo, MI 49008-5286.
3. All applications, both online or in print, are accepted on a rolling basis. The position is open until filled.

WMU Equal Opportunity Statement

Western Michigan University, an equal opportunity employer, complies with applicable federal and state laws and University policies prohibiting discrimination and harassment.

WMU Nondiscrimination Policy

Western Michigan University prohibits discrimination or harassment which violates the law or which constitutes inappropriate or unprofessional limitation of employment opportunity, University facility access, or participation in University activities, on the basis of race, color, religion, national origin, sex, sexual orientation, gender identity, age, disability, protected veteran status, height, weight, or marital status. **(Revised April 2006)**

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