RUTGERS

Rutgers, The State University of New Jersey
Undergraduate Academic Affairs
115 College Avenue
Bishop House
New Brunswick, NJ 08901-1188

Phone: 848-932-7386
Fax: 732-932-8832

Graphic Design Job Description

TITLE: Graphic Designer   **CLASSIFICATION:** Student

STARTING PAY/HOUR:
Based on experience: Starting at $13.00/hr for Graphic Designer

GENERAL FUNCTIONS:
The Graphic Design staff develops, creates, produces and evaluates all publications for department staff. They assist with webpage design and maintenance. Additionally, the Graphic Design staff serves as a photographer for various classes and events sponsored by Undergraduate Academic Affairs.

SUPERVISION:
The Graphic Design staff works under the direct supervision of the Assistant Director for Educational Enrichment and works with other Undergraduate Academic Affairs staff members on various projects.

SPECIFIC DUTIES AND RESPONSIBILITIES:
1. Publications
    A. Design and produce flyers, brochures, posters, calendars, logos, etc. for department and division sponsored programs and events
    B. Communicate with outside printers to ensure proper preparation of files

2. Websites
    A. Assist with webpage design and maintenance

3. Photography and Videography
    A. Serve as staff photographer or videographer for department-supported classes and events
    B. Edit photos and videos

4. Administrative Duties
    A. Maintain open communication with Undergraduate Academic Affairs staff
    B. Establish and follow regular office hours
    C. Keep office in professional working order
    D. Assist with selection of new graphic designers

CONTACTS:
The Graphic Design staff will interact with professional staff in Undergraduate Academic Affairs and other Rutgers University departments.

CHALLENGES:
The Graphic Design staff will be challenged with publication and printing deadlines. S/he must possess the ability to work with staff who are not versed in desktop publishing or website design. S/he should also be organized and able to work creatively with limited direction.

MINIMAL QUALIFICATIONS:
1. Full-time matriculated Rutgers University student
2. A minimum cumulative GPA of 2.5
3. Must be available to work two consecutive semesters
4. Must be available to work flexible hours including weekends, holidays and breaks as needed
5. Skills strongly preferred include public relations experience and the ability to make decisions in stressful and challenging situations
6. Experience with IBM computers and strong experience in IBM desktop publishing. Preferred experience with: Photo and video editing, Illustrator, In Design, Dreamweaver, Freehand, photography, and HTML

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Graphic Designer Application

Personal Information:

Last Name: _____   First Name: _____

Net ID: _____   Rutgers ID: _____ - 00 - _____

Email: _____

Major: _____   Second Major (if applicable): _____

Minor(s) (if applicable): _____

Cumulative GPA: _____   Anticipated Graduation Date: _____

Campus/Local Phone: _____   Cell Phone: _____

References:

Please list 2 references:

Name: _____   Name: _____

Relationship: _____   Relationship: _____

Phone number: _____   Phone number: _____

Email: _____   Email: _____

Experience:

Which of the following do you have experience with? (check all that apply)

☐ Photo and video editing   ☐ Photography and Videography

☐ Illustrator   ☐ Dreamweaver

☐ Freehand   ☐ In Design

☐ HTML

Resume:

Please attach a resume to this application and three examples of your work (pdf or jpeg format).

Please return application materials to caramac@echo.rutgers.edu by Wednesday, September 28, 2016