Think Tank Graphic Designer

Summary:

The Graphic Designer position is a vital student employment position in Housing & Residence Life. Our designers primarily serve the Housing and Residence Life professional and student staff, by completing creative projects and publications. Designers employed by the Think Tank play a key role in supporting residence hall programs, initiatives, and their marketing. Summer availability preferred, as well as commitment to the full academic year.

Designers report directly to the Student Programs Coordinator of Housing and Residence Life.

Applications are due Friday, April 21st, 2017. Applicants who submit materials earlier than the due date will receive an invitation to interview early.

Employment Start Date: May 1st, or as early as April 24th.

Requirements:

A student at UW-Eau Claire in good academic standing.

Previous experience with Housing and Residence Life is not required.

Everyone is welcome to apply.

Ability to navigate In Design and Adobe programs

Responsibilities:

• Work assigned shifts (these are dependent on individual employee’s schedule).
• Establish good, working rapport with a variety of clients with whom you may interact.

• Work within, and maintain appropriate project timelines and deadlines.

• Maintain good, professional communication with clients (via email, and in-person meetings).

• Coordinate the design and publication of marketing materials, sponsored by the Department of Housing and Residence Life, along with associated organizations and office.

• Coordinate and create Housing’s Student Planner (spring/summer project).

• Coordinate and create Housing’s annual Opportunities Calendar (spring/summer project).

• Serve as an expert in answering questions concerning the Think Tank and the resources provided.

• Attend Think Tank staff meetings, as needed (paid).

• Attend Fall and Spring Think Tank training sessions (paid).

• Provide good customer service when completing projects for Housing and Residence Life staff and student leaders.

• Keep the Think Tank design area clean and welcoming for all students and staff who visit.

• Meet with the Student Programs Coordinator, and other designers, as necessary.