Summary:
The Graphic Designer position in the Think Tank is a vital student employment position within Housing & Residence Life. They serve as the primary coordinators and artistic creators in serving professionals, student leaders, and student staff members, with the completion of project layouts and publications. Designers employed by the Think Tank play a key role in supporting residence hall programming, initiatives, and their marketing. Graphic Designers report directly to the Student Programs Coordinator of Housing & Residence Life.

Requirements:
A student at UW-Eau Claire in good academic standing.
Previous experience with Housing & Residence Life is not required.
Graphic design skills, layout skills, creative services, customer-focused, creativity, flexibility, attention to detail, deadline-oriented, desktop publishing tools, acute vision, an ability to handle constructive feedback, proficiency in Adobe Illustrator and In Design. A working knowledge of Photoshop is a plus.

Responsibilities:
- Work assigned shifts (dependent on individual employee’s schedule).
- Available for summer employment to work on projects such as the planner, marketing campaigns, etc.
- Establish a good, working rapport with a variety of clients with whom you will work.
- The ability to interpret a client’s business needs and developing a concept to suit their purpose.
- The ability to develop creative ideas and concepts, choosing the appropriate media and style to meet the client's objectives.
- Respond to emails and design requests in a timely fashion.
- 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, 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 the bi-weekly Think Tank staff meetings, as needed (paid).
- Attend Fall and Spring Think Tank training sessions (paid).
- Provide good customer service to Housing & Residence Life staff and student leaders.
- Keep the Think Tank Design Area clean and welcoming to all students and staff who visit.