Position Description

GRAPHIC DESIGN COORDINATOR
University Recreation & Sport Facilities (UR & SF)
Hilltop Recreation Center, University of Wisconsin-Eau Claire

Accountability
Reports to the Events and Marketing Coordinator

Responsibilities
The Graphic Design Coordinator is responsible for coordinating the development of a variety of promotional materials to promote the facilities and programs in University Recreation & Sport Facilities.

Specific Duties
In addition to performing the duties of the Graphic Designer, the Graphic Design Coordinator will:

- Manage all graphic design requests which includes assigning projects to Graphic Designers and following up on completion
- Ensure that projects are completed accurately and in a timely manner
- Keep all design software up to date and supplies are well stocked
- Assist in the hiring process of Graphic Designers when necessary

Expectations
- Delegate projects while taking into consideration Graphic Designer strengths and availability
- Maintain an organized, professional, shared workspace
- Keep the Events and Marketing Coordinator informed and up to date on project completion
- Criminal Background Check will be required

Qualifications and Salary
Applicants must be self-directed individuals with a strong work ethic, a positive attitude, good customer service skills and the ability to work well with others. Applicants must be at least a part-time student (6 credits for federal work study, 1 credit for non-federal) with at least two semesters remaining at UWEC.

Base Wage
Division II, Range II: $8.75 per hour

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