Position Description

GRAPHIC DESIGNER

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 Designer is responsible for developing a variety of promotional materials to promote the facilities and programs in University Recreation & Sport Facilities.

Specific Duties
- Plan, develop, design, and produce promotional brochures, posters, flyers, and handouts for the Wellness Program, Group Exercise, Fitness Centers, Intramurals, Environmental Adventure Center, Sport Clubs, Massage Therapy, the Bowling & Billiards Center, and special events
- Edit, proof, and revise all written materials
- Work with Printing Services on campus to manage all print projects
- Maintain all bulletin boards in Hilltop, Crest, and McPhee
- Design marketing materials for special events such as trips, leagues and tournaments

Expectations
- Proficiency in Adobe Illustrator, Photoshop, and InDesign
- Digital photography experience
- Creative and flexible
- Maintain an organized, professional, shared workspace
- Be familiar with UWEC graphic design standards:
  http://www.uwec.edu/UComm/design/graphicstandards/universitywordmark.htm
- 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: $7.75 per hour

Revised August 2014 SJP