

**University of Wisconsin-La Crosse
Recreational Sports Department**

TITLE: Graphic Designer – Print and Multi-media

Job Description:

The Graphic Designer reports to the Rec Sports Department's Assistant Director. The Graphic Designer is responsible for creating and supporting the graphics needs for the Rec Sports Department's promotional materials. The Designer must be creative while still delivering a consistent "look" in the design, layout, artwork and color for all promotional materials including brochures, flyers, posters, logos, advertisements, T-shirts, etc.

Specific Duties:

1. Create, design and produces artwork for posters, table tents, advertisements, flyers, direct mail, postcards and web pages.
2. Assist with the preparation of reports for administrative staff.
3. Maintain current certifications in first aid, CPR, and AED.
4. Work scheduled shift or complete employee schedule change process if unable to work.
5. Maintain a positive, cooperative, and customer service oriented attitude that enhances a fun work environment; wear staff apparel, nametag, and maintain clean, professional atmosphere.
6. Support and promote all decisions, programs, and activities offered by the Recreational Sports Department.
7. Serve as a positive representative while participating in university and departmental activities.
8. Participate as desired in departmental, programmatic and event planning committees.
9. Participate in self, peer, supervisory and participant evaluation process and attend weekly staff meetings.
10. Complete other duties as assigned.

Time Commitment and Pay:

Position requires a commitment of 15-20 hours a week, Working some evenings and weekends are required. Hours are flexible to meet class schedule. Starting pay range: \$7.25-7.50/hour (dependent upon meetings, office hours, and events).

Requirements:

Experience in Adobe InDesign, Adobe Photoshop, Adobe Illustrator, Adobe Premier and Adobe After Effects
Excellent written and oral communication skills
Ability to handle a variety of tasks and use good time management skills
Previous graphic design or art experience (paid, volunteer, or classroom)
Have an interest in the various programs and services that the Rec Sports Department provides
Be self-motivated, able to work with minimum supervision and able to receive constructive criticism

Learning Laboratory:

The Recreational Sports Department is a learning laboratory where one has an opportunity to compliment their academic pursuits with quality hands-on work experience and on-the-job training.

Technology:

Computer programs that are used on a regular basis include: Adobe Photoshop, Adobe Illustrator, Adobe InDesign, Adobe Premier Pro, Microsoft Access, Microsoft Word, Microsoft Share Point.

Who Should Apply:

Creative students looking for a challenge.

More information:

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