

<b>POSITION:</b>	Graphic Artist
<b>DEPARTMENT DESCRIPTION:</b>	<p>University Housing is an office within the Department of Housing &amp; Dining Services that supports CSU's Principles of Community: Inclusion, Integrity, Respect, Service, and Social Justice. University Housing strives to create vibrant and inclusive communities throughout students' on campus housing experience which enhance learning, personal and social growth, and global engagement. Our goal is to provide staff with inclusive environments that foster holistic professional development and opportunities to work with students, campus partners, and guests in a variety of areas in their lives. We aim to develop learning communities where residents can thrive and be retained as successful students. Staff are expected to uphold our values of customer first service, commitment to students and staff, integrity, respect and teamwork, inclusiveness and diversity, innovation, and stewardship.</p>
<b>POSITION SUMMARY:</b>	<p>The Graphic Artist is an hourly paraprofessional staff member in University Housing, Housing &amp; Dining Services, which supports CSU's Principles of Community: Inclusion, Integrity, Respect, Service, and Social Justice. The Graphic Artist assists in supporting the University Housing Mission: "We strive to create vibrant and inclusive communities throughout students' on campus housing experience which enhance learning, personal and social growth, and global engagement." The Graphic Artist does this by developing flyers, posters, website content, brochures, invitations, newsletters, and other publicity/educational materials as requested by University Housing staff. All materials are intended to be inclusive of the diverse populations served within the University Housing communities and reflect the values of the department. This is a 5-10 hour per week position.</p>
<b>RESPONSIBILITIES:</b>	<p><i>Graphic Design and Creation</i></p> <ul style="list-style-type: none"> <li>• Develop materials that reflect the branding, mission, vision, and values of University Housing, Housing &amp; Dining Services, and Colorado State University</li> <li>• Design publicity materials in collaboration with University Housing staff and Housing &amp; Dining Services Communications staff to represent community needs and upcoming events and programs</li> <li>• Design educational bulletin boards reflective of the learning goals and strategies of Live and Learn: Residential Curriculum</li> <li>• Assist with marketing and public relations for all requested activities and events in University Housing</li> <li>• Serve as a liaison for graphic design support</li> <li>• Develop a newsletter and flyer template to be used by apartment communities staff</li> <li>• Collaborate with apartment communities staff in using and updating the newsletter template, and in developing and distributing newsletters as needed</li> <li>• Create University Housing flyers and signs as requested by supervisor in a timely manner</li> <li>• Attend staff training as required by supervisor</li> <li>• Develop relationships with University Housing staff, and remain available and approachable to assist with graphic design projects as requested</li> <li>• Collaborate with staff to develop timelines and deadlines for all projects; adhere to outlined timelines and deadlines</li> </ul> <p><i>Administrative Responsibilities</i></p> <ul style="list-style-type: none"> <li>• May attend and participate in residence hall and apartment communities staff meetings as requested</li> <li>• Attend weekly or bi-weekly contact meetings with supervisors</li> <li>• Maintain open lines of communication with appropriate staff in University Housing and Housing &amp; Dining Services</li> <li>• Utilize phone, email, and in-person communication with supervisor and University Housing staff to communicate regarding upcoming and current projects</li> </ul>

	<ul style="list-style-type: none"> <li>• Participate in an annual performance evaluation</li> <li>• Remain up-to-date on software and hardware programs to support high-quality graphic design content</li> <li>• Maintain records of all developed materials, that is accessible to immediate supervisor and University Housing staff as needed</li> <li>• Maintain confidentiality regarding all matters pertaining to staff, residents, and guests</li> </ul>
<b>JOB QUALIFICATIONS:</b>	<p><i>Required Qualifications:</i></p> <ol style="list-style-type: none"> <li>1. Maintain a semester and cumulative GPA of 2.0, and a status of “good standing” at Colorado State University</li> <li>2. Demonstrated ability to use publication, video, and design software and implement as needed, including but not limited to: InDesign, Adobe Photoshop, Premiere Pro &amp; Illustrator, web design software, and PowerPoint</li> <li>3. Demonstrated ability to relate with people of different cultural backgrounds</li> </ol>
<b>CONDITIONS OF EMPLOYMENT:</b>	<ol style="list-style-type: none"> <li>1. Consent to, and participate in, a background check <ol style="list-style-type: none"> <li>a. Must be 18 years of age or older at the time of hire and background check</li> </ol> </li> <li>2. Participate in a review of conduct records at Colorado State University prior to and throughout employment</li> <li>3. Enrolled at CSU and making progress toward their degree during their period of employment</li> <li>4. The Graphic Artist position is 5-10 hours of work per week, and the staff member is responsible for ensuring their eligibility to fulfill these hours while remaining in compliance with all University, state, and federal work regulations</li> <li>5. The Graphic Artist position is intended to be a one-year position, and staff are not guaranteed a continued position at the close of the employment period. Opportunities to extend are based on performance and departmental need.</li> <li>6. Eligible to work in the United States. Staff are responsible for ensuring their eligibility to fulfill their role while remaining in compliance with all University, State, and Federal work regulations</li> <li>7. The State of Colorado has an at-will employment policy. This position may be revoked by the University at any time and for any reason</li> <li>8. Graphic Artists are University employees and must abide by all University policies, including University Housing policies, the Student Code of Conduct, and all technology policies as designated by Academic Computing and Networking Services (ACNS)</li> <li>9. Must have access to a CSU email address (@rams.colostate.edu or @colostate.edu), to be used for all job responsibilities.</li> <li>10. The Graphic Artist must inform supervisors of other employment and/or educational commitments, or any changes to their availability</li> </ol>
<b>REMUNERATION:</b>	\$12.32/hour
<b>DATES OF EMPLOYMENT:</b>	July 5, 2021 – May 13, 2022 with the opportunity to extend based on performance
<b>BENEFITS:</b>	Sick leave is accrued at one hour for every 30 hours worked in all University hourly positions, up to a maximum of 48 hours per year.
<b>NUMBER OF VACANCIES:</b>	1
<b>TO APPLY:</b>	Please apply online at <a href="https://colostate.erezlife.com">https://colostate.erezlife.com</a>
<b>INCLUSION STATEMENT:</b>	CSU is an EO/EA/AA employer.
<b>BACKGROUND CHECK STATEMENT:</b>	Colorado State University conducts background checks on all final candidates, and all applicants must be 18 or older at time of hire and background check to be considered for a position.