

**STUDENT MARKETING ASSISTANT
GRAPHIC DESIGNER
Job Description**

Goal:

Provide University Courtyard's Marketing Department with dedicated and enthusiastic service year round.

Supervision:

Under the direct supervision of the Marketing & Summer Conference Coordinator.

Expectations:

- Work cooperatively as a part of the Marketing team.
- Ability to arrive on time and work all scheduled shifts.
- Read and completely understand the current on-campus living application brochure, University Courtyard Student Handbook and Weekly Planner, and other written materials as provided.
- Ability to learn new software and procedures.
- Ability to handle multiple tasks and deadlines.
- Demonstrate exceptional interpersonal, communication and public relations skills.
- Fulfill responsibilities of position description and stated job expectations of supervisor.
- Behave in a professional, businesslike manner.
- Uphold California State University, Fresno Association Inc. policies as stated in the University Courtyard Student Handbook and Employee Handbook.
- Uphold integrity standards.

Essential duties include but are not limited to:

- Design/posting of informational signs/posters.
- Design and layout of University Courtyard publications, brochures, signage and forms.
- Prepare all artwork for print.
- Assist with the on-going planning and development, administration and maintenance of the Auxiliary Corporations' multiple website.
- Provide creative solutions to produce an attractive, innovative and easy-to-use site(s).
- Planning and execution of promotional and staff appreciation events.
- Design and participation in on-campus living presentations.
- Provide tours of University Courtyard to prospective students and residents.

Requirements:

- Web design experience or courses, graphic design experience or courses. Additional experience that demonstrates the acquisition and successful application of the required knowledge, skills and abilities.
- Ability to use computer and software including Microsoft Word and Microsoft Excel and software required for web design and maintenance including Macromedia DreamWeaver, Flash, Microsoft SQL and FireWorks.
- Direct experience with FileMaker Pro, Print Shop Graphics, Adobe Suites (PhotoShop, InDesign and Illustrator), PageMaker, Microsoft Access, FrontPage, E-Mail (Microsoft Outlook and Outlook Express), and Internet.
- Direct experience with final preparation and packaging of print materials.
- Knowledge of CMYK and PMS color grids.
- Must be enrolled as a student at California State University, Fresno.
- Current University Courtyard residents preferred (former residents may apply).
- Must be in good disciplinary and financial standing with the university and University Courtyard.
- 15-20 work hours per week.
- Grammar and Proofing Skills

Helpful Skills:

Enthusiastic, with a positive experience living on-campus.

Pay:

\$8.25 per hour

Application Dates:

Applications Due – Until position until filled.

Interviews – Applicants will be contacted for an interview.

Note:

- Some weekend and evening work required for specific events or to meet deadlines.
- If selected for this position, you will need to show proof of eligibility to work in the United States - United States students: social security card and California Driver's License. International students: Work Permit, social security card and Passport.

**STUDENT MARKETING ASSISTANT
GRAPHIC DESIGNER**

Print or type information

Name: _____

Fresno State ID#: _____

Fresno State E-Mail Address: _____

Local Address: _____

Street Address or Hall /Room (if on-campus resident)

City State Zip Code () Phone Number

Major: _____ **Units Completed as of 05/09:** _____ **Cumulative GPA:** _____

Degree you are working towards: _____ **Career Objective:** _____

Class Level as of 10/11: Freshman Sophomore Junior Senior Graduate/Postbac

1. Are you in good financial and disciplinary standing with:

a) Fresno State Yes No b) University Courtyard Yes No

If no, explain:

2. Have you ever been or are you currently employed at Fresno State or University Courtyard? Yes No

3. Work Experience:

1. Dates Employed: _____

Company Name: _____

Responsibilities: _____

2. Dates Employed: _____

Company Name: _____

Responsibilities: _____

3. Dates Employed: _____

Company Name: _____

Responsibilities: _____

4. Briefly describe any customer service experience you've had in a volunteer or paid position.

5. After reviewing the job description, if you were selected for this position, explain how the skills you currently have would contribute to your job success:

a. Communication skills:

b. Organizational skills:

c. Personal strengths:

6. List computer experience:

7. List software applications that you have sufficient experience using:

8. Are you available to work an average of 15 -20 hours per week during fall and spring semester and an average of 20-25 hours per week during summer semester (including possible evenings and weekends)?

Yes No

If no, explain:

9. Are willing and prepared to provide University Courtyard's Marketing Department with dedicated and enthusiastic service?

Yes No

If no, explain:

10. **References:** List the names of two references. Letters of Recommendation are due by June 30th at 5:00pm.

1 Name: _____

Phone: (____)_____

Occupation & Title: _____

2 Name: _____

Phone: (____)_____

Occupation & Title: _____

Applicant Signature : _____ **Date:** _____

Return to:
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