

Work Study Job Description

Job Title:	Graphic Designer & Communications Specialist
Department:	Women's Center
Location:	Cunningham Hall
Pay Rate:	16 - 17 / hour
Employment Period:	Academic year
Hours Per Week:	Up to 19 hours per week
Contact Supervisor:	Isabelle Dunne
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Website:	http://depts.washington.edu/womenctr/
Box Number:	353070

NATURE OF ORGANIZATION

The UW Women's Center is a catalyst for change. We disrupt cycles of oppression and break down gender-based barriers through transformational education programs, leadership development, and advocacy for girls and womxn.

DUTIES AND RESPONSIBILITIES

The student Graphic Designer provides design support to the Women's Center team with hard and digital copy products. The graphic designer creates a wide range of illustrations for posters, brochures, event programs, and web-based content in support of the UW Women's Center's programs and services. Sample of specific duties Include: • Design graphics and create printed and electronic communication in concert with UW branding guidelines • Collaborate with Women's Center staff to maintain content of Women's Center website: support social media strategy and presence to promote events and Women's Center's activities • Assist with marketing of Women's Center events and activities • Assist with the design and layout of the Center's quarterly reports and newsletters; assist writing and design of bi-monthly e-newsletters using Constant Contact • Publish videos and photography on Women's Center website and social media sites • Perform some general office duties for Women's Center as needed

MINIMUM QUALIFICATIONS

- Work study eligible (Workstudy is a financial aid award) or interest in un-paid, 8-month internship • Knowledge in use of Adobe Creative Cloud Suite (Photoshop, Illustrator, InDesign, and Acrobat) • Proficient in WordPress • Creative • Good organizational skills and strong attention to detail is essential • Ability to work on short deadlines in fast paced environment • Strong team member, positive, and an innovative thinker • Well-developed interpersonal skills: kindness, open-mindedness, active listening and effective negotiation skills, and receptive to feedback • Photography experience (shooting, lighting, studio photography, and photo-editing) is a plus

EDUCATIONAL BENEFITS

- Opportunity to enhance design and communication skills in a professional environment.
- Work closely with group of professional women who support the work of the Women's Center and development initiatives

HOW TO APPLY

- Submit online application: <http://bit.ly/2IH81OS>
- The position will remain open until filled.

Job Number: WOMC05 | Category: Arts & Media | Program: State | Class: 0875 | 51% Comparable to Classified: N