Work Study Job Description

**Job Title:**
Graphic Designer & Communications Specialist

**Department:**
Women’s Center

**Location:**
Cunningham Hall

**Pay Rate:**
16.39 - 18 / hour

**Employment Period:**
Academic year

**Hours Per Week:**
Up to 19 hours per week

**Contact Supervisor:**
Ana Silva

**Phone Number:**
206-685-1090

**Email Address:**
asilva1@uw.edu

**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
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<th>EDUCATIONAL BENEFITS</th>
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<td>• Opportunity to enhance design and communication skills in a professional environment.</td>
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<td>• Work closely with group of professional women who support the work of the Women’s Center and development initiatives</td>
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<th>HOW TO APPLY</th>
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<td>• Submit online application: <a href="https://bit.ly/32hr4lF">https://bit.ly/32hr4lF</a> • The position will remain open until filled.</td>
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Job Number: WOMC05 | Category: Arts & Media | Program: State | Class: 0875 | 51% Comparable to Classified: N