Beloit College
Student Employment Job Description

<table>
<thead>
<tr>
<th>Position Title</th>
<th>C-Haus Graphic Designer</th>
<th>Hourly Rate</th>
<th>$7.75</th>
</tr>
</thead>
<tbody>
<tr>
<td>Department</td>
<td>Residential Life</td>
<td>Supervisor</td>
<td>C-Haus Manager</td>
</tr>
<tr>
<td>Work Location</td>
<td>C-Haus</td>
<td>Account Number</td>
<td>72-00000-00135-00000-xxxxx</td>
</tr>
</tbody>
</table>

Do multiple individuals hold this position at one time?  Yes  No

Number of positions available: 1

Work Schedule

A student in this position can expect to work 4 - 5 hours per day, 4 - 5 hours per week.

The student will work  Monday thru Friday  Saturday  Sunday  any day of the week.

Hours are available during the following times of the day:  Flexible  .

Department/Position Overview

The primary function of the C-Haus Graphic Designer is create publicity for C-Haus programming. The Graphic Designer will meet weekly with the C-Haus Manager to discuss artistic vision for upcoming publicity, create posters on their own time, review designs with the C-Haus Manager, send publicity to the print shop, and put posters up around campus. The hours are flexible, as the position will design posters and put them up across campus on their own time.

Description of Duties and Tasks

☐ Interact with and convey a positive attitude to visitors and the campus community in person or by phone

☐ Conform to an established work schedule; reliably work set hours as assigned

☒ Perform clerical duties in support of the department, i.e. data entry, filing, copying, mailings, etc.

☐ Maintain the confidentiality of departmental/employee/student information

☒ Run errands on and/or off campus, including campus mail pick-up and delivery

☐ Perform light cleaning, departmental organization, and upkeep as required

☒ Work efficiently and accurately without immediate supervision

Required Training and Skills

☒ Ability to communicate in a concise and effective manner, both verbally and in writing

☒ Detail oriented with strong organizational skills

☒ Familiarity with specific computer software, listed here:  Graphic Design software such as Adobe Creative Suite

☐ Familiarity with specific equipment, listed here:

☒ Completion of coursework or training, prior experience, and/or specific certifications, listed here:  Must have previous experience with designing graphics and/or have taken art courses to prepare for this position.