



Intercultural Center: Graphic Designer (GD) Job Description

The Intercultural Center is seeking highly dedicated, motivated, team oriented, creative and organized student staff members who are committed to supporting the mission and values of our center. The Graphic Designer position works independently but operates as a part of a large team of student leaders who help implement many of the IC's programs and services. They should be passionate about intergroup dialogue, social justice, and building community through intentional conversations that are centered around intersecting identities.

The Graphic Designer position will provide students with the following transferable skills:

- Management of a community-oriented space for diverse student populations
- Effective communication with peers around needs and concerns regarding self and/or others
- Verbal communication skills working to understand a client needs and expressing one's own personal vision
- Effective visual marketing & promotional campaigns experience
- Development of project, management and time management skills
- Ability to practice authentic self-reflection to understand and analyze behaviors, thoughts, values, beliefs, and assumptions of self and communities outside of one's own

Graphic Designer (GD) Responsibilities & Expectations

- Design, develop, and update (as needed) marketing materials including posters, flyers, programs, as well as some digital prints (newsletters, digital signage, etc) for IC related events and programs
- Hold regular and separate office hours and client consultation hours to gather information and incorporate the client's ideas and design elements into program marketing
- Staff the IC space including welcoming visitors and providing resources
- Support other IC professional staff with their primary responsibilities
- Attend weekly Social Justice Advocate staff meetings, bi-weekly 1:1 meeting with supervisor and monthly auxiliary staff as well as monthly all IC staff meetings
- Support the IC outreach efforts
- Assist with the setup, registration and logistics of the IC's signature programs: the Diversity Retreat, Diversity Dance, Cultural Nights, and Cultural Graduate Celebrations, etc.
- Serve as an IC representative at all times and communicate services, programs, and events to students, staff, and faculty
- **Participate in mandatory training, starting with a Saturday introductory training (in late April or early May), and continuing with a late-August training before fall classes begin and over Weekend of Welcome**
 - a. *Note: The spring training day is unpaid but is still required. The week-long August training is fully paid.*
- Immediately report problems and concerns to IC professional staff
- Other duties as assigned

Graphic Designer (GD) Qualifications

- Minimum cumulative GPA of 2.5 and good disciplinary standing
- Must be available for all trainings (see above), and **able to work both fall AND spring semesters** (Jan. term is also preferred but negotiable)
- Ability to handle a high-volume content, managing multiple creative projects at a time
- Strong customer service and ability to communicate and receive feedback
- Demonstrate commitment to equity, diversity, inclusive community, leadership, and social justice education
- Excellent creative skills and detail oriented
- Positive attitude and strong work ethic

- Demonstrate strong administrative, organizational, and leadership skills
- Overall team-player mentality and ability to work independently
- Federal work study not required but strongly PREFERRED
- **Cannot work as a Resident Advisor, WOWie or SEAL** due to training conflicts. No other campus jobs strongly preferred but negotiable

Work Schedule & Compensation

- On average the Graphic Designer will work between 5-10 hours per week. Occasional evening and weekend hours are required, as well as one volunteer tabling shift per semester (1-2 hours).
- All IC student staff positions are paid hourly at Level 1 according to the Saint Mary's Student Employee Pay Scale set by Payroll.