



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 creative marketing and excited to help publicize campus events to their peers. They also should be comfortable with feedback.

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 digital and print posters, flyers, and programs 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 staff meetings, a weekly duo working hour meeting, an IC Cafe virtual hour, bi-weekly 1:1 meeting with supervisor and monthly auxiliary and all IC staff meetings
- Assist with the setup, registration and logistics of the IC's signature programs: the Diversity Retreat, Diversity Dance, SMC Cultural Night Showcase, and Cultural Graduate Celebrations, etc.
- Support & serve as an IC representative at all times for outreach events and communicate services, programs, and events to students, staff, and faculty
- **Participate in mandatory trainings, starting with a new staff welcome (in late April or early May), and continuing with a late-August training before fall classes begin and over Weekend of Welcome**
 - a. *Note: All AUGUST training days are 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 6-10 hours per week. Occasional evening and weekend hours are required.
- All IC student staff positions are paid hourly at Level 1 according to the Saint Mary's Student Employee Pay Scale set by Payroll.