

# Design Coordinator

## Communications & Creative Services



<p><b>Job Description</b></p>	<p>Design Coordinators in Communications &amp; Creative Services (CCS) use their creativity and technical design abilities to create promotional materials for internal Union clients, as well as external clients including student organizations, Student Affairs, and other University departments. Design Coordinators develop a wide variety of materials and must be able to collaborate as part of a team as well as work independently in a fast-paced, deadline-driven environment.</p>
<p><b>Specific Duties &amp; Responsibilities</b></p>	<ul style="list-style-type: none"> <li>• Conceptualize and produce graphic design materials including, but not limited to logos/identities, brochures, advertisements, ActiviTV ads, posters, fliers, banners, signage, t-shirts, animated GIFS, digital/social media artwork, etc.</li> <li>• Follow design briefs to successfully take projects from concept to completion</li> <li>• Complete assigned project to-do lists using project management software</li> <li>• Use a strong attention to detail when creating materials and ensure standards are followed when using University trademarks</li> <li>• Take art direction from Design Managers while also coming up with creative design solutions</li> <li>• Use time in-between projects for professional development by studying tutorials, reading graphic design articles, researching inspiration, etc.</li> <li>• Other duties as assigned</li> </ul>
<p><b>Requirements &amp; Qualifications</b></p>	<p><b>Design Coordinator Requirements:</b></p> <ul style="list-style-type: none"> <li>• Combination of formal training and work experience required</li> <li>• Demonstrated intermediate competency in Adobe Creative Suite, specifically Illustrator and InDesign on a MAC computer</li> <li>• Demonstrated ability to work independently with limited supervision</li> <li>• Demonstrated ability for critical thinking and project management</li> <li>• Demonstrated ability to execute independent decision-making</li> <li>• Ability to work with little or no direct supervision</li> <li>• Demonstrated ability to successfully interact with campus partners and/or the general public</li> <li>• Ability to complete assignments and meet deadlines in a fast-paced environment</li> <li>• Excellent creative thinking and design solution skills</li> <li>• Must be able to take direction and constructive feedback from managers and clients with a positive attitude</li> <li>• Working knowledge of Basecamp is preferred, but not required</li> <li>• Must be comfortable serving as part of a diverse team that includes people with varying beliefs and back-grounds</li> </ul> <p><b>Preferred Qualifications</b></p> <ul style="list-style-type: none"> <li>• Working knowledge of Basecamp is preferred, but not required</li> </ul>
<p><b>Learning Goals &amp; Competency Development</b></p>	<p><b>As a result of employment in this position, students will:</b></p> <ul style="list-style-type: none"> <li>• Make decisions based on information necessary for addressing an issue or task</li> <li>• Recognize the differing communication styles within a professional team</li> <li>• Explore beyond conventional ideas or approaches to tasks and projects</li> </ul>

<b>JobX LEARNING OUTCOMES</b>	Professionalism & Work Ethic; Collaboration & Leadership; Creativity & Problem Solving
<b>Available Openings</b>	4
<b>Hours</b>	8-10 hours/week; must have availability a minimum of 3 days/week
<b>Hourly Rate</b>	\$9.50
<b>Time Frame</b>	Academic Year 2019-2020
<b>Contact Name</b>	Beth Morris; Keith Hines; Keven Lewis
<b>Contact Email</b>	bmorris5@email.unc.edu; kbhines@email.unc.edu; keven@email.unc.edu;
<b>Work Location</b>	Carolina Union Marketing and Creative Services, Suite 1506
<b>Phone</b>	919-962-4377; 919-843-3194; 919-843-4806