

Design Assistant

Communications & Creative Services, Carolina Union

JOB DESCRIPTION:

Design Assistants in Communications & 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 Assistants 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.

Grade 3, Step 1 or 2 based on experience (8-10 hours/week; must have availability a minimum of 3 days/week)

<p>RESPONSIBILITIES</p>	<ul style="list-style-type: none"> • 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. • Follow design briefs to successfully take projects from concept to completion • Complete assigned project to-do lists using project management software. • Use a strong attention to detail when creating materials and ensure standards are followed when using University trademarks • Take art direction from Design Managers while also coming up with creative design solutions • Use time in-between projects for professional development by studying tutorials, reading graphic design articles, researching inspiration, etc. • Other duties as assigned
<p>INTENDED LEARNING OUTCOMES</p>	<p><i>As a result of employment in this position, students will:</i></p> <ul style="list-style-type: none"> • Comprehend basic portfolio expectations related to design layout, content creation, and industry standards • Gain experience working on a variety of real-world projects for a diverse client base • Enhance creative problem-solving skills through day-to-day projects and responsibilities • Connect transferrable skills gained through this role to professional career goals
<p>REQUIREMENTS</p>	<ul style="list-style-type: none"> • Must be proficient in Adobe Creative Suite, specifically Illustrator and InDesign on a MAC computer • Ability to complete assignments and meet deadlines in a fast-paced environment. • Excellent creative thinking and design solution skills. • Must be able to take direction and constructive feedback from managers and clients with a positive attitude • Working knowledge of Basecamp is preferred, but not required • Must be comfortable serving as part of a diverse team that includes people with varying beliefs and backgrounds
<p>CEIA COMPETENCIES</p>	<ul style="list-style-type: none"> • Communication • Critical Thinking • Creativity