



Texas A&M University
Department of Recreational Sports
Student Job Announcement

Student Position Title: Graphic Layout Assistant

Job Description:

Help communicate the spirit of Rec Sports events, programs and facilities through the effective use of graphic design, photography and personal interaction with students.

Job duties include:

- Assist with the design and creation of print media. Examples include Battalion ads, banners, posters, bus ads, brochures and flyers.
- Assist with the design and creation of digital media including web graphics, RecTV graphics, Open Access Lab ads, podcasts and videos.
- Photograph Rec Sports events and activities for use in ads and marketing collateral.
- Help maintain a library of images.
- Assist with resource tables at New Student Conferences and other university events.
- Assist with special projects and office duties as necessary.

Work Hours/Anticipated Schedule:

Position requires 12–15 hours per week. Schedule can be flexible around classes.

Additional Information:

Required Qualifications:

- Six months graphic design/layout experience and proficiency using Photoshop and InDesign software applications.
- A portfolio and/or samples of your work showcasing your creativity and skills in the above software applications.

Preferred Qualifications:

- Photography experience and familiarity with digital SLR cameras, with an emphasis on sports/action photography.
- Experience using Photoshop to digitally retouch images.
- Excellent communication and public relations skills.

Contact Information:

For more information about this job, please contact:

Michelle Briggs
Communications Coordinator
979.845.8433
mbriggs@rec.tamu.edu