Part-time Position Title | Graphic Layout Artist I

Job Description

General Statement of Duties
  Level I Graphic Layout Artists help communicate the spirit of Rec Sports programs, events, services, and facilities through the effective use of graphic design for both print and electronic media. This is a part-time position that is open to students only. This employee reports to the Marketing Manager.

Typical Responsibilities
  - Assist with designing graphics and laying out pages for use in Rec Sports printed marketing collateral, including banners, posters, fliers, semester guides, RecLIFE Magazine, and advertisements in local publications.
  - Assist with the creation of digital images for publication on social media, digital signage, email campaigns, and the Rec Sports website.
  - Occasional assistance with photographing Rec Sports classes, events, drop-in recreation, and facilities.
  - Assist with special projects and office duties as necessary.

Experience and Abilities
  - Graphic design and layout experience.
  - Experience using Adobe InDesign, Photoshop, Illustrator, and Acrobat software applications.
  - Experience color-correcting and retouching images.
  - Creativity and a good eye for design.
  - Photography experience (preferred).
  - Strong attention to detail.
  - Excellent written and verbal communication skills.
  - Ability to work independently as well as collaborate in a team environment.
  - A portfolio of previous design work is required upon application.

Training
  - Training will be provided by the Marketing Manager. No certifications are required.

Environmental Conditions
  - Generally work indoors within the Student Recreation Center. However, some off-site duties may be required.

Pay Scale
  In accordance with the Department of Recreational Sports Part-time Worker Pay Scale, the Graphic Layout Artist I will be paid a beginning rate of $9.00/hour (Pay Scale “C”).

Learning Outcomes
  1) Students will demonstrate proficiency in their use of the Adobe Creative Suite to create graphics for print and digital media.
  2) Students will employ graphic design knowledge and skills to visually communicate the spirit of Rec Sports programs, events, services, and facilities.
  3) Students will demonstrate punctuality, dependability and responsiveness; complete assigned tasks fully and correct errors that occur; and work productively with peers and full-time professionals.

How to Apply
To apply, please submit all information requested below via email to mbriggs@rec.tamu.edu by 12:00 p.m. (noon) on Monday, April 12, 2021.

- Link to online portfolio
- Resume (preferred)
- Summer 2021 availability

Contact Information

For more information, contact Michelle Briggs, Marketing Manager, at mbriggs@rec.tamu.edu.