



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 \$10.60/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 Wednesday, December 15, 2021.

- A completed Rec Sports part-time job application, available at:
https://recsports.tamu.edu/wp-content/uploads/Rec-Sports-Part-time-Job-Application_2021.pdf
- Link to online portfolio
- Resume (preferred)
- Spring 2022 availability

Contact Information

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