

Job Title: Student Assistant, Media & Design

Department: University Honors Program

Primary Position Responsibilities:

- Create, develop, edit, and maintain design and media content for the University Honors Program, such as presentations, infographics, print media, video content, website content, social media, as well as class and advising materials.

Other Position Responsibilities:

- Assist the development of other digital materials such as infographics, templates, and other initiatives
- Maintain front desk operations responding to guests and phone calls as needed
- Assist with other special projects as they become available
- Perform other duties as assigned based on department needs

Characteristics of a Successful Candidate:

- High level of accountability, flexibility, initiative, and creativity
- Interests in design, communication, content creation, and marketing
- Close attention to detail

Minimum Qualifications:

- Must be enrolled as an undergraduate student for Fall 2024
- Experience Adobe InDesign, Photoshop, and Illustrator

Ideal Optional Qualifications:

- Photography experience, particularly with DSLR cameras and directing photo shoots with human subjects, is a high priority for this role
- Experience with layout design
- Experience with other content creation on website and social media
- Experience with design or presentation software including but not limited to:
 - Other programs in Adobe Creative Suite
 - Microsoft Word, Excel, and PowerPoint
 - Any other similar software
- Knowledgeable of the University Honors Program student experience

Schedule and Pay:

- About 12 hours per week at \$17.00/hour during Fall 2024 semester. With good performance, you may be invited to return in future semesters. This position is excellent for co-op schedules. Pay is bi-weekly.
- Hybrid work is possible, but for the first semester, we require at least 75% of the hours between 8am-5pm, Monday- Friday in the UHP Suite in Swift 700.