

## **Chamberlain Student Center – Student Employee Job Description**

**Job Title:** Graphic Designer

**Reports to:** Rio Napoli, *Assistant Director*

**Job Summary:** The Graphic Designer is responsible for creating and editing all print materials to promote the Student Center. The Graphic Designer also may be asked to create internal documents, designs for web and social media and signage for the facility.

### **Specific Tasks, Job Duties, and Responsibilities:**

- Design CSC promotional materials
- Order print materials through duplicating
- Design event posters, flyers, and other materials for CSC
- Create digital signage templates and social media/website icons/banners
- Work collaboratively with marketing team to accomplish departmental wide initiatives
- Attend staff meeting and training sessions
- Maintain cleanliness of the working area
- Other duties assigned

**Basic Qualifications:** Must be enrolled in Rowan University undergraduate or graduate programs. Must be able to demonstrate high-level of customer service and appropriate video editing and shooting skills. Must be in good academic and conduct standing with the University.