VIRGINIA STATE UNIVERSITY
Department of Student Activities
Graphic Designer Job Description
(Must have approved work study)

Position Summary
The Graphic Designer is responsible for the design and creation of all advertisements and publications for the Department of Student Activities. As such, this position plays an important role in the branding and overall image of the DSA.

Primary Tasks
- Create advertisements in various formats for in-house programs and services. These media include, but are not limited to web, flyers, signs, banners and DSA advertisements.
- Serve as contract designer, as needed, for groups wishing to use DSA media outlets.
- Create in-house publications such as brochures and pamphlets.
- Create weekly/monthly calendars as directed.
- Work to enhance and deliver messages from the Student Union and its staff to various constituencies in appealing and efficient manner.
- Complete other duties as assigned.

Supervision Received
All student assistants ultimately report to the Director of Student Activities and works collaboratively with all members of the DSA Team.

Required Knowledge and Skills:
- Must have knowledge of the proficiency using design software including Adobe Photoshop, In-Design, and Illustrator.
- Maintain a neat and clean work area.
- Assist DSA staff with additional requests as they arise.
- Must have at least some experience creating print and web graphics, flyers, and other promotional materials.
- Must be able to efficiently create media to DSA standards.
- Must be comfortable working with deadlines.
- Must have good communication skills and ability to project professional image.

Hours
Student Activities Graphic Designer will work a flexible schedule tailored to the needs of the Department of Student Activities staff and the availability of the student. A minimum of 10 hours per week are required between 9:00 a.m. and 5:00 p.m. Monday through Friday.