



Student Academic Services
A DIVISION OF STUDENT AFFAIRS
sas.calpoly.edu • 805.756.2301

Graphic Designer for Student Academic Services

Student Academic Services offers a wide assortment of programs that provide students with guidance, motivation, and academic advising in higher education. We program academic and personal advising, as well as a wide range of academic enhancement services which support personal growth and academic achievement at Cal Poly.

This position, under general supervision, is responsible for the production of print and digital media. The position is responsible for supporting the graphics needs of the department, including promotional materials and publications. Individuals in this position need to be creative, self-motivated, able to work with minimal supervision and able to receive feedback and modify projects to satisfy the department needs.

Duties and responsibilities:

- Create brochures, logos, flyers, t-shirts, and other promotional material
- Work closely with technical staff to incorporate designs into web development projects

Qualifications:

- Must have and maintain good academic standing (a 2.0 GPA or above)
- Have at least one year of coursework remaining at Cal Poly
- Artistic talent essential
- Excellent graphic design skills
- Working knowledge of applicable desktop publishing and graphic software packages, such as Adobe Photoshop, InDesign, Illustrator, Flash, and DreamWeaver
- Familiarity with image manipulation and optimization techniques desirable
- Understanding of web page navigation, site structure, and browser tools
- Attention to detail is required
- Ability to take direction and to work independently
- Good communication skills

Salary:

\$12.00 per hour

Hours:

10 hours per week. Flexible work hours within 8 am - 5 pm

Student Academic Services
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Direct inquiries to Susan Stewart (sstewart@calpoly.edu)