



## **MVNU Student Employment Job Description**

**JOB TITLE:** Marketing Graphic Design Assistant

**DEPARTMENT:** University Marketing Department

**REPORTS TO:** Ben Eash, Creative Director

**PAY GRADE:** Current student worker pay rate

**AVAILABILITY:** 6 to 8 hours per week — Office hours are 8 a.m. to 4:30 p.m.

**JOB SUMMARY:** As a Graphic Design Assistant in the Marketing Department, you will play a crucial role in the creation of visual content that aligns with the University's brand and mission. You will be responsible for producing high-quality graphic designs for various mediums and clients. Your work will directly support the University's efforts to engage potential students, current students, faculty, staff, alumni, donors, churches, and more.

### **Requirements:**

- Must be proficient in the Adobe Creative Suite – Photoshop, Illustrator, and InDesign
- Must have proficient written and verbal communication skills
- Must have desire to help students, faculty, and staff.
- Ability to work under tight deadlines and accept constructive critic of design work.
- Customer-service oriented approach to problem solving. Ability to think analytically about problems and solutions.
- Marketing experience preferred
- University Dress Standard as listed in the Student Handbook
- Exhibit a Christ-like attitude in all assigned duties

### **Responsibilities** (include but not limited to):

- Produce graphic designs for brochures, print, posters, digital displays, flyers, T-shirts, social media or email graphics, and other publications.
- Ensure all design requests are well developed and completed by deadline.
- Work with the Creative Director and other Marketing department and student staff to produce unique, innovative designs that promote MVNU.
- Meet regularly with the Creative Director to discuss upcoming projects.

**TO APPLY:** Please submit the student worker application and be prepared to provide examples of graphic design work.