Job Title: Graphic Designer

Department: Athletics and Physical Education
Starting Salary: $17.00/hour

Location: Dodge Fitness Center
Supervisor: Olivia Raxter/Lauren Dudziak

Job Description

The Graphic Designer will assist in creating marketing materials to help promote programming and events within the Department of Physical Education and Recreation.

Hours: Up to 10 hours/week, Monday – Friday.

Summer and academic year positions are available. Work study accepted. Personal equipment is preferred, but a desktop is available for use.

Essential Duties and Responsibilities

● Work with the Coordinator of Intramurals, Club Sports and Camps and Assistant Director of Facilities Operations on a variety of projects to support Physical Education and Recreation. Projects include but are not limited to fliers, posters, brochures, newsletters, digital ads, advertisements, and other promotional materials.
● Update templates and formatting for internal documents and presentations.
● Adhere to University and Department branding and style guides.
● Assist with social media marketing and website graphics.
● Complete other duties as assigned by the Director of Physical Education and Recreation.

Qualifications

● Currently enrolled Columbia University Student.
● Must be organized and able to work under tight deadlines.
● Strong computer, writing, and editing skills.
● Knowledge and experience using design and layout programs such as Adobe Creative Suite (Photoshop, InDesign, Illustrator).
● Must be familiar with print and digital formats (JPG, TIFF, PNG, EPS, PDF, etc.)
● Experience with using social media for marketing such as Instagram and Facebook.
● Must be able to multi-task and work on projects that require communication and collaboration with different program areas.