



COLUMBIA UNIVERSITY
DEPARTMENT OF INTERCOLLEGIATE ATHLETICS AND PHYSICAL EDUCATION

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.