**Job Title:** Graphic Designer

**Department:** Physical Education and Recreation

**Wage:** Starting at $17.00/hour

**Location:** Dodge Fitness Center

**Supervisor:** Assistant Director of Recreation Operations

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### Job Description

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

**Hours:** Weekly hours vary depending on departmental needs and activities. Minimum of 5 hours per week. Long-term projects are available.

Work Study accepted. Personal equipment may be required.

### Essential Duties and Responsibilities

- Work on a variety of projects that support Physical Education and Recreation. Projects include, but are not limited to, social media content, fliers, posters, brochures, newsletters, digital ads, advertisements, and other promotional materials
- Maintain a consistent posting schedule and participate in meetings to ensure project goals are met
- Update templates and formatting for internal documents and presentations
- Maintain a consistent look and feel across all communication channels per University and Department branding guidelines
- Generate creative ideas for new materials, and manage final feedback from department supervisors
- Assist in event planning and execution that target community outreach and student engagement
- Complete other duties as assigned by the Director of Physical Education

### Required Qualifications

- Currently enrolled Columbia University Student
- Must have excellent time management skills
- Must be organized and able to work under tight deadlines
- Strong computer, writing, and editing skills
- 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 multitask and work on projects that require communication and collaboration with different program areas