

Howard Community College

Workstudy Job Description

Job Number:	288
Job Title:	Student Life Graphic Designer and Promotions Assistant
Department Name:	Student Life
Supervisor Name:	Clinton Neill
Supervisor Phone #:	443-518-1420
Supervisor Email:	cneill@howardcc.edu
Employer Address:	SA 200, 10901 Little Patuxent Pkwy, Columbia, MD 21044
Location Student Will Work <i>(If Different from Above):</i>	May work remotely based on the COVID-19 reopening guidelines.

Job Description and Responsibilities <i>(include job purpose):</i>	<p>The purpose of this position is to provide high quality graphic design, marketing, and promotional assistance for the Office of Student Life.</p> <p>The Student Life Graphic Designer and Promotions Assistant will assist with the promotion and publicity of Student Life programs and events by creating flyers/posters, display boards, and other promotional materials. The Graphic Designer and Promotions Assistant will also be responsible for the layout of the Student Life Weekly Email. This position will also provide Office Assistant backup by providing coverage to our front desk reception area and at our events and may update bulletin boards.</p>
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Qualifications / Experience Required:	Required: Self-starter with excellent attention to detail, creative thinker with experience designing flyers and promotional materials, graphic design skills and knowledge of graphic design programs (including Canva, Adobe Photoshop, Adobe Illustrator, and other design software), strong organizational and follow-up skills, excellent customer service skills, good oral and written communication skills, punctuality and dependability, and ability to use Microsoft applications (including Publisher, Excel, Word, and PowerPoint)
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Grade Level <i>(see FWS/IWS Handbook to determine workstudy position grade level)</i>	2
Hourly Wage <i>(see FWS/IWS Handbook for hourly wage by grade level)</i>	\$13.00 (Year 1) \$13.25 (Year 2)