Graphic Designer

The University Center is committed to ensuring our employees are trained and prepared to perform their assigned tasks with courtesy and urgency at the heart of student life. UC staff must exemplify the UC mission, vision and values by being professional, courteous, positive and ethical in every interaction and task. Hiring priority will be given to students who fit the UC Customer Service standards. The University Center is looking for applicants that are creative, motivated, and excited to develop their skills and strengths.

**Position Summary**
Applicants need to be adaptable and comfortable in a fast pace environment

**Minimum Qualifications**
- Enrolled full-time in a degree seeking program at UTSA with a minimum overall GPA of 2.0
- Exceptional customer service skills
- Working knowledge of Adobe Suite, including Photoshop and illustrator
- Experience working on Mac System
- Eye for design and color use
- Understands how to effectively communicate through marketing
- Works well with diverse groups of students
- Able to provide work samples upon interview

**Position Responsibilities**
- Present at required University Center orientations, trainings, and other student workshops and events.
- Create and design creative and effective marketing for the University Center
- Effectively communicate department messaging through design
- Actively serve on the department branding team and contribute ideas and feedback
- Great opportunity to build a portfolio

**Expectations**
- Strong attention to detail
- Strong time management and organization skills
- Presents a professional appearance and team approach
- Work well within a team and independently when necessary
- Ability to use critical thinking skills and advanced communication skills
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Schedule
• Students may work a maximum of 19 hours per week (15 hours average). Shifts may include day, evening and weekend hours.
• Students are expected to work their scheduled shift, arrive on time, and be responsible for monitoring appropriate use of time