

IOWA STATE UNIVERSITY  
MEMORIAL UNION

TITLE: Graphic Designer (student)

GENERAL DESCRIPTION:

Under supervision of Marketing Coordinator, creates advertising, signs, flyers and displays, etc. for departments in the Memorial Union.

DUTIES AND RESPONSIBILITIES:

- Gathers direction from work orders, design supervisor, and/or clients.
- Coordinates with supervisors for copy writing needs and design direction.
- Creates layouts, including gathering photography, illustrating, and versioning as needed.
- Creates signage.
- Creates displays using large scale elements as needed.
- Maintains office design files and archives records; cooperates with other designers in maintaining office.
- Performs other related projects as assigned.

KNOWLEDGE AND EXPERIENCE:

Required: Undergraduate student enrolled in Graphic Design program. Must be familiar with Macs and Adobe Creative Cloud software, and general word processing and internet applications. Prefer some ability with freehand illustration.

REPORTS TO: MU Graphic Designer

Hours: 10-20 hours per week

Pay: \$10/hour

Application: Email a resume, cover letter, and link to a portfolio to [mugraphics@iastate.edu](mailto:mugraphics@iastate.edu)