

CreationStation Graphic Design Assistant Position Description

Title: CreationStation Graphic Design Assistant

Supervisor: Manager, CreationStation

Hours of Work: 20 Hours per week. Additional hours may be available during University break times and summer months.

General Responsibilities:

The Graphic Design Assistant provides concept and conceive designs of various media projects for the university, students and departmental clients, customer service and positive attitude a must.

Specific Duties:

- Conceives designs and executes various media projects for university, students and departmental clients
- Consults with clients to determine and analyze project specifications
- Establishes job specifications to obtain required quotes for vendor services
- Compiles and analyzes vendor quotes and prepares budget worksheets and project schedules
- Collaborates with editors and writers to develop written text for projects
- Presents and proposes design solutions to director and clients
- Inspects and approves vendor progress by proofing systems
- Monitors printing production
- Requires a general working knowledge of Creative Suite Software (Illustrator, PhotoShop, and InDesign)
- Able to work effectively in a team-oriented environment
- Other duties as assigned

Qualifications:

- Currently is enrolled in good standing at the University of Houston main campus
- Professional etiquette and communication skills including: time management, answering phone calls, email communication, and verbal communication
- Customer service experience preferred
- Ability to work well within a team as well as independently
- Strong problem-solving skills, responsible, efficient, and flexible
- Available to work 15 – 20 hours weekly, including nights and weekends
- Able to work and interact within a diverse population of patrons