Graphic Designer

Position Title
Office for Sustainability Graphic Designer

General Summary
The Office for Sustainability (OfS) is seeking a part-time Graphic Designer to develop and create clear and engaging graphic communications. This paid student-staff position will work closely with the leadership to translate concepts into marketing materials including brochures, posters, fliers and other marketing materials for print and web. This position plays an important role in maintaining the brand and overall image of WMU’s Office for Sustainability.

Major Duties
• Design Office for Sustainability promotional materials including publications, brochures, and posters. graphics for print and media
• Assist in retrieving photos for print and media pieces
• Assist with creating media kits
• Assist in brainstorming concepts for upcoming projects & marketing strategies
• eNewsletter design
• Update existing collateral material
• Any other creative tasks that may arise

Minimum Qualifications
• Junior or Senior undergraduate or graduate student (sophomores may be considered if appropriate criteria are met)
• Major or minor in Graphic Design or Graphic Communications.
• Proficiency in InDesign, Illustrator and Photoshop is required.
• The ability to work independently as well as in partnership with a team while making critical deadlines.

Desired Qualifications
• Preferred candidates should have knowledge of the Office for Sustainability
• Exceptional oral communication skills
• Ability to coordinate multiple deadline-driven tasks

To Apply
1. Complete the application (including writing samples) found at http://www.wmich.edu/sustainability/opportunities/jobs
2. Email a completed application and a link to your online portfolio or a representative sample documenting your best work to wmu-sustainability@wmich.edu

Closing Date: open until filled

Note: This description indicates the general nature and level of work performed by employees in the above job. It is not intended to be a comprehensive inventory of all duties, responsibilities, and qualifications required of employees assigned to the job.