Position and department overview
The student graphic designer is a student employee hired by the First Year Center to imagine, design, and create publicity materials that aid the First Year Center in meeting its mission. The student graphic designer will work on design projects remotely while attending one to two meetings monthly with the First Year Center Coordinator and the student graphic design team.

The First Year Center supports new students through their transition into the Washington University community to assure they build and sustain their academic and personal goals. The Center brings together people, programs, and resources to provide an undergraduate experience of exceptional quality where all students are known by name and story and where they prepare themselves for lives of purpose and meaning.

Primary Duties

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<th>Description</th>
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<td>1</td>
<td>Design and create new marketing and publicity pieces for the First Year Center, including infographics, flyers, social media cover photos, signs, banners, stickers, postcards, and more.</td>
<td>80%</td>
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<td>2</td>
<td>Continually read, understand, and implement university and divisional branding guidelines and updates.</td>
<td>15%</td>
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<td>3</td>
<td>Perform other duties as assigned.</td>
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Essential responsibilities
- Utilize common design software such as Adobe Illustrator, InDesign, Photoshop, Canva, and more to create new and update existing marketing and publicity pieces for the First Year Center, including infographics, flyers, social media cover photos, signs, banners, stickers, and more.
- Work with the Integrated Marketing & Communications Chair on the First Year Center Executive Board (FYX) to imagine, create, and design a consistent brand for all departmental publicity pieces.
- Continually read, understand, and implement university and divisional branding guidelines and updates.
- Attend one-on-ones and team meetings with the First Year Center coordinator monthly throughout the academic year.
- Other duties as needed.

Education & experience required:
- Be returning, full-time undergraduate students for the Spring 2022 and Fall 2022 semesters, studying on the Danforth campus.
- Must be in good academic and student conduct standing for the Fall 2021, Spring, Summer, and Fall 2022 semesters.
- Maintain a cumulative GPA of 2.75 or higher and a semester GPA of 2.75 or higher during semester prior to application as well as during semesters employed. Applicants who have under a 2.75 cumulative GPA may still apply, however the FYC will consult with your 4-year academic adviser.
Student Graphic Designer

- Must have above average knowledge of digital & social media. Knowledge of graphic design software (i.e. Adobe Illustrator, InDesign, Photoshop, and Canva) is required.

Salary range:
- Hourly position. Student graphic designers will be paid $15.00 per hour. Interested candidates can expect to work between 10-20 hours per week throughout the Spring and Fall semester and between 5-10 hours per week during the summer months.

How to apply:
- Please submit application materials, including a resume, to the First Year Center via newstudents.wustl.edu. Applicants may be asked to bring a portfolio or samples of previous work to an interview. After submission, the First Year Center will invite candidates for interview. The First Year Center may access an applicant’s academic and conduct record to check for academic and university standing.

For more information:
- For questions or more information, please contact Dacoda Scarlett (dscarlett@wustl.edu, 314-935-7532).