

KANSAS STATE **UNIVERSITY**

Academic Achievement Center

Communications and Marketing, Graphic Design Job Description

Job Title:	Communications and Marketing, Graphic Designer
Department:	Academic Achievement Center
Compensation:	\$8/hr
Status:	Part-time (up to 20-30 hours per week for on-campus jobs)

Job Summary:

Join Student Success. We identify, develop and guide innovative initiatives to improve the retention, persistence, progression and graduation of students. Student Success is looking for a Communication & Marketing, Graphic Designer to assist in sharing our mission with students, prospective students, alumni, and our global community through social media and writing. This position begins training in the fall of 2021 and will transition to 10 hours per week over the course of the 2021-22 school year. Students must be enrolled in a minimum of six credit hours at Kansas State University. While some in-office hours are required, remote work will be an option. Benefits include opportunities to develop additional skillsets based on interest. Starting hourly wage is \$8.

This position is responsible for assisting the Strategic Communication Committee with the following:

- Develop and maintain a social media calendar
- Create unique and sometimes live content from campus events and activities
- Collaborate with faculty and students to effectively promote Student Success and its programs
- Manage the Student Success strategic marketing plan which includes updates to the campus partners and connecting students to Student Success resources
- Create and implement strategic campaigns to grow social media audiences and increase enrollment and retention
- Take and edit photos for social media, website use, and print pieces
- Assist with graphic design for event and organizational promotions – digital and print
- Uphold the Office of Student Success and K-State brands through projects
- Represent the Office of Student Success at programs and events
- Other duties as assigned

Preferred Experience

- Professional experience managing a brand's social media including Facebook, Twitter, Instagram and YouTube
- Photography – portrait and candid
- Use of the Adobe Creative Suite, including Photoshop, InDesign, Lightroom and Illustrator
- Strong organizational and project management skills
- Ability to work independently and closely with team members

To Apply:

1. Please send a resume, three references with contact information, and at least three professional graphic design examples and two communications/marketing related examples to adulac@ksu.edu by September 1st.
2. Interviews will take place September 7-9th. Selected candidates will be contacted via email.