OVERVIEW
Wellness and Health Promotion is seeking a creative and talented in-house graphic designer to manage the overall office brand and marketing for the department.

RESPONSIBILITIES
1. Graphic Design (80%)
   a. Develop and implement compelling and effective marketing and educational campaigns
   b. Collaborate with the Health and Wellness Crew (student leaders) to design event publicity and educational materials for a variety of wellness related topics
   c. Manage web content on official departmental website as well as Facebook and other social media sites
   d. Communicate complex concepts and research in visually compelling ways
   e. Oversee the departmental brand, emphasizing quality and accuracy, maintain consistent file structure

2. Office Assistance (20%)
   a. Office assistance (student service, data entry, copies, errands, etc.)
   b. Event support (logistics, set-up, photography, publicity distribution)
   c. Other duties as assigned

QUALIFICATIONS
- Proficiency working with Adobe CS (Photoshop, Illustrator, InDesign)
- Strong written and verbal communication skills
- Familiarity with social media and desire to manage analytics
- Extremely high attention to detail
- Excellent time and project management skills
- Positive and enthusiastic demeanor
- Relevant degree or coursework in progress
- Ability to work independently and think critically, exercising good judgment
- Open to feedback and new ideas

ADDITIONAL PREFERRED QUALIFICATIONS
- On campus work study eligible (Level 1)
- Experience with outstanding customer service
- Coursework in or experience with photography and videography
- Work in wellness field
- History of designing and assessing efficacy of marketing campaigns
APPLICATION PROCEDURE
- Position open until filled.
- Submit application online at www.seattleu.edu/wellness/join and upload:
  - Current resume
  - Three work samples
- Interviews will be scheduled with select candidates

PORTFOLIO
A larger portfolio is recommended if you are asked to interview, but not required.

BENEFITS
The student in this role can expect to gain experience in customer service, office management, event planning, project management, and design client collaboration. We encourage works developed as part of this position to be included in a professional portfolio and the collaborative design process will offer opportunities for honing creative problem solving skills.

QUESTIONS
If you have questions about this position please call Ryan Hamachek, Director of Wellness and Health Promotion at 206-296-2593.