



Department: Wellbeing Center

Job Title: Graphic Designer

Reports to: Event & Activities Coordinator, Student Marketing Director

Number of Work Hours per Week: 5-20* hours per week

Summary:

Graphic Designers are responsible for creating marketing materials at the request of the professional staff members for the Wake Forest Wellbeing Center, which includes the departments of Campus Recreation, the Office of Wellbeing, and Student Health Service. While we will train student employees in their professional skills during their time on the marketing team, this position involves having effective communication skills and the ability to work independently, as well as, part of a team. Graphic Designers are responsible for upholding the brand standards as set forth by Wake Forest University and the Wellbeing Center through promoting the all-inclusive environment in which our events and programs occur.

Essential Functions:

- Positively represent the Wellbeing Center and Wake Forest University
- Perform duties such as: creating graphic materials in a timely manner to which they're assigned, communicating effectively with the marketing directors and professional staff, and submitting projects on time
- Other duties as assigned
- Able to respond to emails in a timely manner
- Able to complete assigned tasks in a timely manner
- Able to meet at least three times per semester with the entire team and/or in an individual meeting with the Marketing Director

* Flexible scheduling

Required Knowledge, Skills, Abilities:

- Excellent communication, time management, and organizational skills
- Energetic and outgoing personality
- Ability to multi-task
- Reliable, trustworthy and punctual
- Experience with Canva and/or Adobe Creative Cloud

Compensation/Incentives: Within the Wake Forest Wellbeing Center there are opportunities to assume additional responsibilities within the marketing team. All employees are eligible for performance-based incentives.

Note: This position profile identifies the key responsibilities and expectations for performance. It cannot encompass all specific job tasks that an employee may be required to perform. Employees are required to follow any other job-related instructions and perform job-related duties as may be reasonably assigned by his/her supervisor.

Campus Recreation seeks to recruit and retain a diverse workforce and encourages qualified candidates across all group demographics to apply.

Contact: Lexie McClure (mcclura@wfu.edu) for additional information