

**Job Title:** Graphic Designer

**Department:** Campus Recreation

**Reports to:** Assistant Director, Brand Experience & Community Relations

**Compensation:** \$10.00/hour

**Summary:**

Graphic Designers are part of the Marketing Team within Campus Recreation. Primarily, they are responsible for creating visual marketing materials that align with the mission and strategy of the Wake Forest Campus Recreation Department. These include, but are not limited to, social media graphics, flyers, digital displays and various print material. At times, this position works directly with other members of the marketing team, including photographers, social media assistants and program assistants. This position requires effective communication skills and a proactive and professional demeanor to effectively manage projects. Graphic Designers are responsible for abiding by the brand standards of Wake Forest University and Campus Recreation.

**Acquired Knowledge, Skills & Experience:**

At the conclusion of this position, a Graphic Designer should demonstrate the following competencies:

- Technology - Ability to use technology and software to creatively support marketing team goals
- Communication - Proactive written and verbal communication with marketing team on projects and assignments
- Professionalism - Ability to visually represent Campus Recreation and adhere to deadlines and brand guidelines

**Essential Functions:**

- Positively represent Campus Recreation and Wake Forest University
- Perform duties such as creating visual material in a timely manner, updating team members and professional staff on project status, and submitting and revising files as needed
- Creatively incorporate engaging visual elements to heighten brand awareness and enhance brand identity
- Utilize departmental accounts and softwares to organize project files
- Attend monthly meetings with the entire marketing team to align projects with overall marketing strategy

**Required Knowledge, Skills, Abilities:**

- Ability to work 2-5 hours per week
- Graphic design skills and experience, preferably in Adobe Creative Cloud and/or Canva
- Excellent communication, time management, and organizational skills
- Ability to incorporate feedback into projects
- Ability to multitask, manage multiple projects and meet deadlines
- Reliable, trustworthy and punctual
- (Preferred) Knowledge of Campus Recreation programs and services

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 the employee's supervisor.

*Wake Forest seeks to recruit and retain a diverse workforce and encourages qualified candidates across all group demographics to apply. Wake Forest University is committed to providing access and reasonable accommodation in employment for individuals with disabilities.*