**Graphics Assistant**

Graphics Assistant, under direct supervision, duties may include, but are not limited to:

* Assisting in the production of materials for print or audio/visual applications.
* Image processing.
* Making signs, flyers, brochures, and newspaper ads used to promote events, programs and initiatives.
* Mounting and laminating prints.
* Creating graphic arts.
* Photography.
* Typesetting, layoff, and related functions.
* Assisting photographers in studio and on location.
* Assisting graphic designers with graphic design and image scanning.
* Maintaining website and social media content.
* Performing routine clerical duties.
* Performing other related duties as assigned or required.

This position will report to *insert department* and *insert title of supervisor/manager.*

This position will work *insert days and hours per week.*

**Required Qualifications:**

Applicants must have manual dexterity to accurately and safely use tools (e.g. x-acto knife, etc.).

Applicants must have experience and be proficient in using graphic design programs, including Adobe Creative Suites (i.e. Illustrator, Photoshop, InDesign, Premiere Pro, etc.).

Applicants must be self-motivated with a willingness to learn, have a positive attitude, and have the ability to take direction, receive constructive feedback, and work well with others.

Applicants must be able to work independently and as part of a team, be reliable, responsive, meet deadlines, be organized and possess time management skills, demonstrate attention to detail, and be sensitive to the needs of a diverse population.

Applicants must be interested and engaged in developing professionally.

Applicants must be able to work with others at all levels, have a professional demeanor, excellent interpersonal skills, strong oral and written communication skills, and emotional intelligence.

Applicants must be able to manage conflict, collaborate and work effectively both independently and as a member of a team.

**Preferred Qualifications:**

Applicants able to stand for sustained periods of time, bend, and lift/carry up to 30 pounds consistently preferred.

Applicants have experience with updating content on WordPress websites.

Applicants have experience with Social Media platforms.

**Student employees are subject to EWU’s employment Policies and Procedures and the EWU Student Code of Conduct. As a student employee, you are expected to adhere to both. Please be advised that violations of the EWU Student Code of Conduct may affect your employment on campus, even if the conduct occurs beyond the scope of your job responsibilities.**

**All new employees must comply with EWU immunization Policy 602-02 and provide proof of immunity or vaccination to MMR and proof they are fully vaccinated against COVID-19 before beginning work at EWU. Waivers for the immunization requirements are available for medical or sincerely held religious beliefs.**

**This position, during the course of university employment will be involved in the receipt of, or accountability for, university funds or other items of value; as well as the unsupervised access with the developmentally disabled, vulnerable adults or children under the age of 16. The offer of employment is contingent upon successful completion and passing of a background check prior to beginning employment.**

**Salary Range A**