**Publication Assistant – Graphic Designer**

The Easterner Graphic Designer, under direct supervision, leads the visual team of the paper in support of the content. They report to the Editor in Chief, but must communicate with the entire team well.

The Graphic Designer is responsible for:

* Directing weekly photo assignments.
* Planning story packages including text, photo and graphic elements.
* Assisting section editors in page design.
* Supervising designer(s).
* Creating front page art and designing other pages as assigned.
* Editing photos for print and web use.
* Creating and communicating mock up to the Editor in Chief and Managing Editor.
* Maintaining 2-3 office hours each week.
* Assist in designing advertisements
* Performing other related duties as assigned or required

Direct style and creation of standard pages and cover for each of the 30 regular issues of The Easterner and 3 issues of The Journal.

This position will report to the Easterner Departmentand to the Editor in Chief, but they still are under the general supervision of the Easterner Director.

This position will work a maximum of *insert* hours per week based on availability. This position may include some weekend and evening work.

**Required Qualifications:**

Proficiency or experience in Adobe Creative Suite

Good organizational and communication skills

Demonstrated ability to work independently or as a member of the team (all of the job descriptions for the Easterner)

Demonstrated ability to take direction

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:**

Previous experience/education designing for publications

**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 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.**

**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.**