University Recreation is seeking enthusiastic students to assist with communication to the NC State community as a Graphic Design Marketing Assistant.

Responsibilities:
- Produce high-quality print and digital media used to promote University Recreation programs, services and events
- Adhere to all NC State brand guidelines
- Communicate with University Recreation program areas to understand their communication needs in order to effectively create visual materials that solve their communication problems
- Work closely with Visual Arts Specialist throughout the design process
- Manage multiple assignments through Basecamp content management application to ensure all projects are complete in a timely manner
- Manage and update facility signage as necessary
- Understand and enforce University Recreation and Area Specific policies and guidelines. 
- Attend required trainings
- Develop professional relationships with co-workers, participants and guests
- Uphold and exceed the expectations of University Recreation: ethical reasoning, critical thinking, teamwork, initiative and professionalism
- Assist as needed in all required departmental functions

Department Required Skills:
- Effective interpersonal communication skills and presentation skills
- Commitment to customer service
- Demonstrate integrity, ethics, and commitment to diversity and inclusion
- Maintain clean, appropriate and professional attire
- Commitment to promoting healthy, active lifestyles

Qualifications and Certifications:
- Current full-time NC State student
- Proven experience with the Adobe Creative Suite, specifically Illustrator, InDesign and Photoshop.
- Knowledge of design theory and best practices.
- Time management and organization.

AA/EOE
NC State is an equal opportunity and affirmative action employer. All qualified applicants will receive consideration for employment without regard to race, color, national origin, religion, sex, gender identity, age, sexual orientation, genetic information, status as an individual with a disability, or status as a protected veteran.

Individuals with disabilities requiring disability-related accommodations in the application and interview process, please call 919.515.3148
Final candidates are subject to criminal & sex offender background checks. Some vacancies also require credit or motor vehicle checks. NC State University participates in E-Verify. Federal Law requires all employers to verify the identity and employment eligibility of all persons hired to work in the United States.

**For More Information:**
- University Recreation website, recreation.ncsu.edu
- Please include work samples when uploading your resume and application.

*Reports to the Marketing and Communication Specialist and Visual Arts Specialist.*