

## **Cultural Resource Center (CRC) Graphic Designer**

Asian & Pacific Cultural Center (APCC), Centro Cultural César Chávez (CCCC),  
Ettihad Cultural Community (ECC), Lonnie B. Harris Black Cultural Center  
(LBHBCC), Native American Longhouse *Eena Haws* (NAL), Pride Center (PC),  
SOL: LGBTQ+ Multicultural Network (SOL), and Women's Center (WC).

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### **Position Announcement**

*The Cultural Resource Center (CRC) Graphic Designer must be committed to the development of an inclusive community in the Cultural Resource Centers at Oregon State University and to the education of all students in areas of cultural awareness, social justice, and liberation. The CRC Graphic Designer shall encourage staff and community members to be responsible for their own behavior and for the community as a whole by serving as a positive role model for academic pursuits and individual behavior within the OSU Community.*

### **Job Responsibilities:**

Cultural Resource Center (CRC) Graphic Designer:

- Expected to work 7-10 hours per week.
- Take lead in the design and development of marketing materials (including print and digital materials), using appealing, up-to-date graphics that show attention to detail.
- Utilize strong written and visual ideas from concept to completion.
- Collaborate with Communications Representative to create style guides and documentation to be used for marketing purposes.
- Consult with DCE Communications when requested.
- Work in collaboration with Student Success Peer Facilitators, Student Leadership Liaisons, and Graphic Designer to develop marketing materials.
- Must attend recurring learning sessions with other Graphic Designers and Communication Representatives.
- Collaborate with Communication Representative to create style guides and documentation to be used for marketing purposes.
- Must submit print requests to printing and mailing.
- Will attend Fall Training from Thursday, September 7-Friday, September 8, 2017 and from Monday, September 11-Friday, September 15, 2017.
- Must attend weekly center staff meetings.
- Expected to engage visitors and provide tours of center.
- Responsible for opening/closing procedures; general upkeep of center, and engage in recurring cleaning tasks.
- Responsible for representing DCE at tabling functions as well as set-up/take-down of tabling materials.

- Will meet with Assistant Director/GTA as needed.
- And other duties/tasks as assigned by the professional staff

**Qualifications:**

- Must be a currently enrolled student, at least half time, at Oregon State University.
- Must be in good academic standing for the term prior to selection.
- Must maintain a minimum term and cumulative GPA of 2.00 during entire period of employment.
- Comfortable with the ability to work on multiple projects while maintaining attention to detail.
- Employ creativity and good design sense while being open to constructive feedback.
- Proficiency in computer applications including Microsoft Office; Knowledge of Mac OS and Microsoft Windows platform; Experience in Adobe Creative Suite software (primarily in Photoshop, Illustrator, InDesign, or similar tools).
- Must have previous experience in design/graphics and bring portfolio to interview.
- Must have demonstrated knowledge of and sensitivity to traditionally underrepresented groups (Asian, Asian-American, Pacific Islander; African, African-American, Black; Chicanx, Hispanic, Latinx; North African and Southwest Asian Communities; Native American; Women; Gay, Lesbian, Bisexual, Queer, Trans\*, and Gender Non-binary students).
- Must have demonstrated ability/willingness to work on team programming-model and commitment to personal learning and/or transformation.
- Must be available to work evenings and weekends as needed.

**Term of Employment:** September 2017- June 2018

**Pay Rate:** \$10.25 per hour

**Application Due:** Online application due by 11:59pm (PST) on Sunday, April 16, 2017

**For Information, Contact:**

Diversity & Cultural Engagement

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