Student Associate- Graphic Designer

Department: Office of Strategic Initiatives
Institution: The University of Texas System Administration
Location: Austin, TX
No. of Openings: 1
Hours per Week: 19.00 Flexible from 7:00 AM to 7:00 PM
Hourly Rate: $10.00+ negotiable depending on qualifications
Earliest Start Date: Immediately

About The Department:
The Office of Strategic Initiatives monitors higher education issues at the UT System, state, and national levels for making recommendations on trends and best practices in higher education particularly as they relate to data-informed policy making and performance metrics.

Essential Functions:
- Provide design ideas and layout for publications
- Produce materials such as brochures, advertisements, logos, etc, for busy communications group
- Provide various related support services for events, photography, web design, and more
- Work in close contact with Office of External Relations to ensure adherence to System branding standards and policies
- Assist in the generation of content

Required Qualifications:
Demonstrated ability in web design, graphic design, and publications production. Portfolio/samples that convey a modern and professional aesthetic that compliments the data-oriented nature of the department. Knowledge of graphic design trends, technology and Adobe CS.

Preferred Qualifications:
Undergraduate students looking for long-term employment. Applicants able to work over semester breaks and during the summer will be given first consideration

How to Apply:
In order to be considered, applicants must submit all required application materials to Richard Bruce at rbruce@utsystem.edu. Subject line of email should read as follows: Student Associate- Graphic Designer: First Name Last Name

Required Application Materials:
- A resume is required in order to apply.
- A letter of interest is required in order to apply
- A list of 3 professional references is required in order to apply.
- Portfolio

Additional Information:
Security sensitive; conviction verification conducted on applicant selected.

EO/AA Statement:
The University of Texas System Administration is an Equal Opportunity/ Affirmative Action employer. All qualified applicants will receive consideration for employment without regard to race, color, religion, sex, national origin, age, disability, veteran status or sexual orientation. Reasonable disability accommodation may be requested by contacting the Office of Employee Services.