University Program Board Graphic Design Assistant

The University Program Board (UPB) Graphic Design Assistant is a member of the UPB Executive Board at Chapman University. In support of the Student Affairs Learning Outcomes, the Graphic Design Assistant is responsible for graphic content for UPB, ensuring that UPB realizes its mission of enhancing student life and meetings student program needs and desires. Through the execution of the responsibilities below, the Graphic Design Assistant helps UPB build a stronger connection between Chapman students and their university.

Responsibilities:

- Design fliers, posters, digital images, t-shirts, and other giveaways in accordance with the UPB marketing strategy.

- Attend and assist the Marketing Director in leading weekly meetings of the marketing committee.

- Actively participate in weekly UPB executive board meetings and bi-weekly UPB Friday committee member meetings.

- Maintain a positive working relationship with UPB Chair, Graduate Advisor, Advisor, executive board members, and committee members.

- Prepare for weekly meetings with UPB Marketing Team
  
  - UPB Marketing Team is comprised of the Marketing Director, Graphic Design Assistant, Events & Promotions Assistant, and the Chair
Qualifications:

**Required**
- Proficient knowledge of graphic design software (i.e. Photoshop, Adobe Illustrator, InDesign)
- Strong creative ability
- Substantial experience leading a team
- Ability to manage conflict effectively
- High attention to detail and excellent organizational skills
- Integrity and Commitment
- Ability to meet deadlines
- Exceptional intercommunication and interpersonal skills
- Ability to work independently with little supervision
- Ability to work evening and weekend hours, as necessary
- Ability to adapt to circumstances and handle adversity
- Outstanding work-ethic and professionalism
- Ability to use standard office equipment including computer, copier, and telephones
- Minimum of a 2.5 GPA

**Desired**
- Effective public speaking skills
- Demonstrated desire to learn
- Knowledge of or experience with campus policies and procedures
- Effectiveness in establishing rapport with Chapman professional staff
- Love for Chapman University
- Experience as a UPB Director or Committee Member
- Familiarity with departments and organizations at Chapman
- Ability to lift objects of 45 lbs.
Time Commitment:

- Work approximately 12 hours per week during the Fall and Spring semesters. 10-12 hours/week during Summer and Interterm.
- Maintain a minimum of 8 office hours per week in Fall, Interterm and Spring.
- Attend weekly Executive Board meetings.
- Attend weekly committee meetings.
- Attend bi-weekly CM Friday meetings.
- Meet bi-monthly with the Marketing Team (Marketing Director, Promotions Assistant, and Chair).
- Attend mandatory UPB programs in the 2022-2023 school year
  - Fall Concert
  - Midnight Breakfast (Fall & Spring)
  - Spring Sizzle
  - Fall Comedian
  - Drag Show
  - Orientation Dance
  - Spring Speaker
- Attend the following Retreats and training days:
  - Transition Day (for New Executive Board): April 29, 2022
  - Start Date: July 6, 2022
  - Executive Board training: July 6-8, 2022

*Please note these dates are subject to change*