

**California State University Channel Islands**  
**Student Employment**

**Division:** Student Affairs  
**Area:** Associated Students Inc.  
**Office:** **Associated Students Inc.**  
**Position Title:** **ASI Graphic Design Student Assistant**  
**Hours:** 15-20 hrs. /wk.  
**Classification:** Level III  
**Rate:** \$13.50  
**Contact:** **Kristina Hamilton** Tel. (805) 437-2042  
**Supervisor:** ASI Graphic Designer

**Associated Students, Inc.**

Associated Students Incorporated (ASI) is a non-profit auxiliary which exists to support the educational mission of CSU Channel Islands. ASI facilitates learning and development through integrative and co-curricular approaches and identifies and responds to major student issues and initiatives. In addition, ASI implements sound business practices which uphold the fiduciary responsibility associated with the management of student fees, and funds the operation and facility of the CI Student Union. ASI is the umbrella organization governing the process, policies and procedures of four main entities: Student Government, Student Programming Board, *The Nautical* yearbook and *The Channel Islands View* newspaper.

**Job Description**

Under the direction of the ASI Graphic Designer, the ASI Graphic Design Student Assistant is a 15-20 hour per week position responsible for providing graphic design and marketing support to ASI, the ASI entities (Student Government, Student Programming Board, and *The CI View* student newspaper) and the Student Union. The selected candidate will display knowledge of graphic design and Adobe software and will possess exceptional customer service skills in person, online, and on the phone.

**Specific Duties**

- Create marketing materials for upcoming programs, events and meetings, including:
  - Print: posters, banners, table tents, flyers, and other printed items as needed
  - Digital: social media, digital signage, photography, presentations, and website updates
- Research, develop, plan, and assist in implementing promotional and marketing campaigns
- Proofread all materials for accuracy
- Replace and schedule table tent postings throughout the Student Union
- Provide assistance with hanging banners, setting up lawn banners and A-frame signs, and rotating their locations on campus throughout the duration of a marketing campaign
- Research, recommend and assist with ordering promotional items for ASI and the Student Union
- When requested, attend entity or other committee meetings (times/days vary according to availability)
- Perform general office duties including: answering phone calls, sending emails, maintaining files, etc.
- Attend all required ASI trainings

**Preferred Job Qualifications (preferred abilities)**

- Excellent written and verbal communication skills
- Practical knowledge of the following software programs: Adobe Creative Suite, MS Word, Excel, and Outlook
- Knowledge of current social media platforms
- Ability to perform duties with minimal supervision
- Ability to perform accurate and precise work
- Ability to complete work in a timely manner and meet all deadlines
- Excellent proofreading and organization skills
- Ability to work with diverse student populations, as well as faculty, staff, community members and vendors
- Understanding of pre-press and the printing process
- A preference for a student with a major or minor in Art with an emphasis in Graphic Design, however this is not a requirement

**Requirements**

- Must be a currently enrolled CI student and must take at minimum six credits per semester
- Must be in good academic standing (minimum 2.5 cumulative and semester GPA) when applying and while serving in this position
- Must be in good judicial standing when applying and while serving in this position
- Must be able to fulfill a minimum of one full academic year of employment (fall and spring semester)

**Conditions of Employment**

*As conditions of employment, student employees:*

- Must pass a background check
- May be subject to drug tests
- The person holding this position is considered a 'mandated reporter' under the California Child Abuse and Neglect Reporting Act and is required to comply with the requirements set forth in CSU Executive Order 1083 as a condition of employment.

Student's Name: \_\_\_\_\_ Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Supervisor's Name: Kristina Hamilton Signature: \_\_\_\_\_ Date: \_\_\_\_\_