

The Illinois Leadership® Center

Graphic Designer Position

Position Summary: We utilize graphics in a variety of ways (our website, social media, reports, other print materials, etc.). These graphics serve to promote the ILC's programs and services. In addition to designing graphics, the Graphic Designer will assist with improving our marketing strategy.

Graphic Designer Duties:

- Produce visually appealing graphics for the ILC that may include, but not limited to: ads, posters, brochures, newsletters, handouts, flyers, digital ads, displays, banners, and websites
- Manage the ILC's social media platforms and create a process to produce and delivery creative, consistent and regular postings
- Maintain an orderly archive of projects
- Adhere to University of Illinois and Illinois Leadership® Center branding and style guides
- Other duties as assigned

Learning Outcomes: The ILC provides our student employees with professional experiences to develop their leadership and career competencies. Below are our learning outcomes for our student employment program.

- Enhance personal communication skills (oral & written)
- Develop an appreciation for diversity
- Demonstrate effective teamwork and collaboration skills
- Exercise responsible independence
- Develop leadership competencies
- Adapt to and utilize new technologies
- Increase career readiness

Expectations: Graphic Designers serve as members of the Branding, Marketing, Advertising, and Outreach (BAM-O) team and report to an Assistant Director. Graphic Designers are expected to attend mandatory orientations & trainings and serve as a positive representative for the ILC.

Hours: Graphic Designers are expected to work 10-12 hours/week during the academic year. Hours will be determined at the beginning of each semester. The Graphic Designer may be asked to assist with outreach events with other staff members as needed.

Qualifications:

- Must be currently enrolled as an undergraduate student at the University of Illinois at Urbana-Champaign
- Must be enrolled consecutively for the upcoming fall and spring semesters
- Must be available to work Fall 2022 Welcome Weekend activities including the Illini Union
- Ability to work independently and within a team
- Ability to work in a fast-paced environment, multi-task, and meet deadlines
- Demonstrated creativity and attention to detail

- Graphic design background and the ability to demonstrate basic understanding of graphic design concepts and skills
- Familiarity with Adobe software (such as InDesign, Illustrator, Photoshop, etc.), as well as with print and digital formats (native files, JPG, TIFF, PNG, EPS, PDF, etc.)