Design & Print Production Student Coordinator

Objective:
The Design & Print Production Student Coordinator will assist with the design, production, and maintenance of print and web media to support the office of First Year Programs (FYP). The print and electronic design responsibilities will support FYP programming including Advising & Orientation, Dawg Daze, First-year Interest Groups, and the Commuter Commons.

Responsibilities:
The Design & Print Production Student Coordinator will:
- Be familiar with UW marketing guidelines
- Assist in maintenance and updates for websites
- Develop and support social media outreach to undergraduate students
- Manage photography needs for summer orientation programming and Dawg Daze
- Assist with the design, production and distribution of printed program literature
- Organize and maintain a photo/video library that serves FYP communication needs
- Assist in any filming or video post-production

Minimum Qualifications:
- Experience creating print-ready documents in Adobe InDesign, Photoshop, and Illustrator
- Experience in designing, editing, and posting on web content
- Strong organizational skills and ability to work independently
- Good communication skills
- Creative and production-oriented with an eye for visual design and typography
- Minimal experience with social media and communications
- Minimal experience with photography
- A GPA of no less than 2.5

Desired Qualifications:
- Students with graduation dates of June 2016 or after will receive primary consideration for this position
- Experience growing social media presence for organizations
- Background in human/computer interaction, informatics, communications, and/or design

Educational and Career Benefits:
The Design and Print Production Student Assistant will have the opportunity to work with a supportive team of students and staff working on first-year programs while building a robust media portfolio.

Hours and Compensation:
- $16.50 per hour
• 10 – 19.5 hours per week, flexible with a student’s schedule

**Period of Appointment:**
• Starting Fall 2017 and continuing until end of winter quarter in 2019.
• Must be able to work minimum of 20-30 hours a week in the summer 2018 (option to work up to 40 hours)

**To Apply:**
• Visit fyp.washington.edu/apply and fill out an application.
• Be prepared to submit a portfolio or examples of work.
• Candidate materials will be reviewed on a rolling basis
• The position is vacant until filled
• Any questions can be submitted to fypadmin@uw.edu.

Thank you for your submission!