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# GAPSA EMPLOYMENT

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## THE GRADUATE AND PROFESSIONAL STUDENT ASSEMBLY

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**Title:** Graphic Designer

**Posted:** 07/27/2011

**Expected Closure:** August 2011

**Reports to:** Vice President for Programming

**Essential Functions:** Work mainly with the Vice President for Programming in providing creative promotional materials (posters, small flyers, html emails, logos, brochures and magnets) for GAPSA events and dissemination of GAPSA information. Work with the President or other Vice Presidents if necessary. Must be able to finish promotional materials throughout the academic year, with the possibility of being contracted for projects throughout the summer. The expected workload will be a maximum of ten projects per year for different events hosted by GAPSA. The amount of materials for each event/announcement will vary, but will typically consist of a poster, a flyer, and an html email. Compensation for this contract is \$500 (\$50 per project) but a compensation of \$50 will be given for any additional projects completed.

**Hours and Salary:** \$500

**Qualifications:**

Required Skills:

- Ability to work independently to meet high priority deadlines
- Access to graphic design software (GAPSA will not be able to provide software)
- Experience working with graphic design software
- Knowledge in creating html emails with graphics
- Attention to detail
- Good, clear written and oral communication
- Strong organization skills

Preferred Qualifications:

- Enrolled as a student in graduate program during the 2009-10 academic year at the University of Minnesota

**Application Materials:** Candidates should submit an application consisting of: resume with one reference who can speak to your graphic design skills and two samples of graphic design work, preferably a posters or other advertisement material. Please submit your application to Jesus Estrada-Perez at [estr0044@umn.edu](mailto:estr0044@umn.edu). If you have any questions please feel free to e-mail (same address) or call 612-978-8328.

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