Job Title: Graphic Designer
Department: Illini Union Marketing
Reports To: Marketing Director

I. Job Duties
  • Provide graphic design services for all Illini Union operations and programs, and when needed, other Student Affairs and campus units as directed. Projects may include, but are not limited to, newspaper ads, posters, brochures, newsletters, flyers, digital ads, displays, special events and websites. Occasionally attend client meetings with the creative team.

II. Education & Experience
  • Must be a registered University of Illinois student.
  • Must present a portfolio of design samples demonstrating Illini Union brand expectations & creativity.
  • Must have basic understanding of graphic design concepts & skill.
  • Must be familiar with Mac platform and Adobe Creative Suite (Photoshop, InDesign, Illustrator).

III. Other Qualifications Required
  • Must be able to work independently and as a member of a creative team.
  • Must be able to take direction well and be capable of compromise.
  • Must be punctual and reliable.

IV. Training
  • Training will be provided by the marketing director and staff members.

V. Learning Goals
  • Utilize feedback and direction from the creative team to improve problem solving skills.
  • Improve ability to independently refine content and your ideas.
  • Improve efficiency in time and project management.
  • Develop sound client communication and design presentation skills.
  • Expand personal graphic design knowledge and techniques.

VI. Supervisory Relationship
  • Under direct supervision of the marketing director.
  • This position does not supervise any others.

VII. Physical Requirements
  • Must be able to communicate clearly.
  • Must be able to work with mechanical equipment (paper cutter, copier).
  • Must be able to deliver artwork and completed projects to clients as needed.

VIII. Working Environment
  • Must be able to work well under pressure/tight deadlines with frequent interruptions.
  • Possible hazards exist with mechanical equipment (paper cutter, copier).