Graphic Design Coordinator

Position Description
The Graphic Design Coordinator is responsible for creating graphic art that has a high visual impact on a diverse student population. The Graphic Design Coordinator reports directly to the Associate Director for Marketing.

Responsibilities
• Implement graphic design strategy of the Student Government Association.
• Develop creative graphic art and marketing materials for all SGA events and initiatives. Furthermore, develop graphic art flexible for multiple platforms including print and web.
• Work closely with UH Creation Station and/or other entities in developing marketing materials.
• Attend weekly departmental meetings and monthly Executive Staff meetings.
• Attend all SGA Senate meetings and events.
• Serve on at least one (1) University Committee.
• Any other duties as assigned by the Associate Director for Marketing, Director of Public Relations and/or President.

Qualifications
• Exceptional Time Management and Organizational Skills
• Creative approach to problem solving
• Effective communication skills, both written and oral
• Ability to develop vast knowledge of the University of Houston
• Interest in policies and programs that affect college students and higher education in general

Requirements
• Good Academic & Disciplinary standing
• Hold minimum 10 hours/week of office hours

Contact
For questions or more information please contact the Director of Public Relations
sgapr@central.uh.edu.