Department: Office of Housing Administration  
Title: Housing Graphic Design Student Assistant

Job Responsibilities
The Office of Housing Administration is looking for an SDSU student to join our team as a Housing Graphic Design Student Assistant (GDSA) and work directly with staff members to develop visual promotions in the form of video, print, and motion graphics (including video display walls, posters, multi-page documents, advertising, displays, web maintenance etc.). The GDSA shall create and maintain content for the digital display system used in on-campus housing facilities through the use of Sedna Presenter software. This includes, but is not limited to creating visual promotions in the form of video, print, and motion graphics (including video display walls, posters, multi-page documents, advertising, displays, web maintenance etc.). The GDSA must be able to manage multiple projects and often meet tight deadlines. Workload and hours vary depending on projects, but typically students work 15 to 20 hours per week. Work is between the hours of 8am-4:30pm Monday-Friday; other hours can be negotiated.

Position Requirements
1. Must be enrolled and attending classes at San Diego State University with the minimum of 6 units at the time of appointment (Summer excluded).
2. Maintain good academic standing (cumulative 2.5 GPA) at time of appointment and through period of appointment.
3. Experience with Adobe Creative Suite (CS5 or newer versions)
4. Ability to learn and use new multimedia software

General Skills and Abilities
1. Leadership experience and a demonstrated sense of motivation/initiative
2. Excellent written and verbal communication skills
3. Excellent time management skills
4. Familiarity with the SDSU campus and its resources

Preferred Skills and Abilities
1. Photography experience
2. Ability to work during Summer
3. Multimedia management experience
4. Experience with Adobe Creative Suite

Priorities
This position recognizes that academics are a primary priority over the position and consideration will be provided for all known tests, papers, and finals and should be scheduled at the beginning of each term. Any employment or extra-curricular activities outside of the Office of Housing Administration should be considered a lower priority. It will be expected that there will be no scheduling, time commitment or job concerns resulting from secondary employment or extra-curricular commitments.

Compensation
The successful candidate will start at $11 per hour

Applying
If interested, please stop by the Office of Housing Administration during business hours to pick up an application. A portfolio of previous graphic and multimedia design work will strengthen the application.

Applications will be accepted until the position is filled, however applications will be reviewed starting September 7, 2015.