

Graphic Designer/Marketing Assistant
Newcomb Hall

Function:

Assist the Marketing and Outreach Coordinator in carrying out marketing and promotion related functions for Newcomb Hall.

Responsibilities:

- Design and produce flyers, brochures, ads, and other marketing materials as directed by the Marketing and Outreach Coordinator
- Maintain publicity file/archive of all Newcomb Hall ads and publicity
- Assist in promotional efforts
- Assist in further developing the Marketing and Outreach office and determining how to best provide various marketing services to the Newcomb community
- Perform other duties as assigned

Requirements:

- Graphic design skills: experience with one or more of the following: Illustrator, InDesign, Photoshop, Quark; some web experience preferred, but not required
- Interest in graphic design or marketing field
- Keen attention to detail
- Able to work independently

Commitment:

This position will require 10-12 hours per week. Most work will need to be completed between the hours of 8 – 5 pm. Flexible work hours can be arranged.

Attendance at all Newcomb Hall training activities is required. Prior to the start of the Fall semester, training typically begins one week before the start of classes and lasts for two days.

Educational Outcomes:

- Marketing and design skills
- Professional Materials toward a portfolio
- Develop ability to work independently
- Organization and Communication skills

How to Apply:

Applications can be obtained at the information desk on the first floor of Newcomb Hall. Completed resumes and samples of any work you may wish to include should be turned into the Info Desk in Newcomb Hall.

NOW HIRING student Graphic Designer/Marketing Assistant for Newcomb Hall. Some graphic design experience required. Duties include: designing signs, flyers, posters and invitations, and performing web updates. Go to www.virginia.edu/newcomball and click on the employment link to find out more!

NOW HIRING student Graphic Designer/Marketing Assistant for Newcomb Hall. Some graphic design experience required. More details at www.virginia.edu/newcomball