

## Graphic Designer

UCLA Recreation ([recreation.ucla.edu](http://recreation.ucla.edu)) is looking to hire a Graphic Designer to join our Marketing team. Under the direction of the Multimedia and Graphic Design Coordinator, the Graphic Designer will design marketing materials for print, web, mobile, and social media that promote UCLA Recreation's various programs and events.

### Job Qualifications

#### *Required*

- Currently enrolled as a UCLA Undergraduate or Graduate Student
- Professionally represent UCLA Recreation
- Proficiency in Adobe Creative Cloud programs (primarily in InDesign, Illustrator, and Photoshop)
- Demonstrate particular skills in layout and typography
- Demonstrate working knowledge of print and web production processes and techniques
- Complete a background check

#### *Preferred*

- Illustration skills and/or Photoshop retouching knowledge strongly preferred but not required
- May occasionally be asked to edit files created in Canva

### Job Expectations

- Creating marketing materials as standalone graphics or resized to various formats as part of a broader campaign. (Example: reformatting an event graphic to a poster, flyer, t-shirt, website banner, social media, etc.)
- Ability to export graphics in various file formats (example: pdf's, jpeg's, png's) and to prepare files for print or web display at ideal optimization
- Ability to work on multiple projects, and deliver on deadline
- Regular communication with supervisor on project status and updates
- Other duties as assigned

**Pay Rate** \$17.90/hour

### Apply and Contact:

To apply, please complete the application found on the [UCLA Handshake website](http://UCLA Handshake website) and include an online portfolio link of work samples.

Please direct any questions about this position to Keli Tashiro at [ktashiro@recreation.ucla.edu](mailto:ktashiro@recreation.ucla.edu).

