



Junior Level Graphic Design & Web Assistant – Erickson School

Location: UMBC Erickson School
5523 Research Park Dr. Suite 230
Baltimore, MD 21228

Salary level: \$9.25/hr

Desired Major/Minor (but not limited to): Intermedia, Film, Animation, Cinematic Arts, Graphic Design, Media and Communication Studies

Professional information technology position responsible for the design, organization, functionality, accessibility, navigation, and overall usability of the UMBC/Erickson School's website. Creation and design of marketing and promotional materials included.

Duties and Responsibilities:

- Work with Director of Marketing to establish a vision for the design and create coordinated imagery that illustrates the message.
- Create, edit, manage, and maintain web site that supports the initiatives of the Erickson School. Upload content to website and refresh page weekly with images and time sensitive content.
- Develop web standards and guidelines for style and content
- Illustrate concepts by designing layout of art and copy regarding arrangement, size, and style for promotional materials.
- Establish and maintain an effective and collaborative working relationship with Erickson School staff.
- Performs other duties as assigned.

Job Requirements:

- ❖ Must possess excellent verbal and written English skills, and the ability to communicate effectively, and articulate ideas and concepts.
- ❖ Artistic and creative thinking is important as well as an understanding of typography, print process, video editing, and design. Additional skills include exporting video and animations in various formats.
- ❖ An understanding of web design, and to work closely with others on staff who work in these areas.
- ❖ Employees should be dependable, punctual, and have the ability to use discretion with sensitive and confident materials.
- ❖ Must be able to work independently and multitask.
- ❖ Must represent a professional image in dealings with both internal and external contacts, and act in a professional manner at all times.

Incentives:

- Training on how to maintain the website, and about general guidelines and standards will be provided
- Flexible Hours
- Your work displayed on campus and at conferences
- Build connections and network with faculty, staff, and outside aging services professionals
- Build portfolio pieces

Requirements:

Please submit a resume and cover letter with your application to cokeefe@umbc.edu. Applications will be accepted until May 5, 2018.