



STUDENT ASSISTANT EMPLOYMENT OPPORTUNITY (Non-Work Study)

POSITION: Graphic Design Student Assistant

JOB NUMBER: SA-5145

One temporary hourly-intermittent position available on or after May 28, 2019 and ending on or before August 29, 2019 for the Health Education & Promotions Office. Possibility of rehire based on performance, department needs, and budget.

DUTIES: This position will perform duties to include, but not limited to:

- Assist with designing marketing materials (flyers, advertisements, posters and other related items) for the Health Education & Promotion (HEP) Office.
- Assist with creating graphics/images/photos to be used for social media platforms.
- Assist with tracking social media user traffic and evaluate effectiveness of platform.
- Meet with HEP staff to review health marketing strategies. Perform all other duties or projects as assigned.

QUALIFICATIONS:

- Undergraduate students must be registered/enrolled in a minimum of six (6) Fall/Spring units.
- Post-baccalaureate students must be registered in a minimum of four (4) Fall/Spring units in a graduate program.
- Must meet all other eligibility requirements per the Student Employment Policies (see <https://www.csustan.edu/hr/student-employment>).
- Demonstrates working knowledge of printing and web media formats for production processes (i.e. file conversion and bleed lines for printing purposes).
- Demonstrates knowledge and skills in utilizing social media programs (Instagram/Facebook) in a professional setting.
- Demonstrates at least 1 year of experience in graphic design.
- It is highly preferred but not required that the incumbent have prior experience with Adobe Creative Suite (or other design program).
- Demonstrates copy-writing, proofreading and editing skills.
- Demonstrates the ability to work well with others and independently to meet deadlines.

SALARY: \$12.00 per hour

APPLICATION DEADLINE: OPEN UNTIL FILLED

APPLICATION PROCEDURE: Qualified candidates must: 1) a completed Student Assistant Employment Application (download at <https://www.csustan.edu/hr/student-employment/job-opportunities>), 2) Résumé 3) Cover Letter 4) Available Work Schedule 5) Provide at least three work samples and submit via email or in-person to:

Ms. Megan Rowe
Health Education & Promotions Office
Student Health Center
One University Circle · Turlock, CA 95382
Phone: (209) 664-6551
Email: mchristianson1@csustan.edu

APPLICANTS REQUIRING NECESSARY ACCOMMODATIONS TO THE APPLICATION PROCESS MAY CONTACT THE HUMAN RESOURCES DEPARTMENT AT (209) 667-3351. CALIFORNIA RELAY SERVICE IS AVAILABLE AT (800) 735-2922 VOICE AND (800) 735-2929 TDD. AS A FEDERAL CONTRACTOR, WE ARE COMMITTED TO ATTRACTING A DIVERSE APPLICANT POOL. PLEASE CONSIDER COMPLETING THE VOLUNTARY SELF-IDENTIFICATION OF DISABILITY FORM (YOUR RESPONSE WILL NOT BE SHARED WITH THE SEARCH COMMITTEE) AT: [HTTP://WWW.DOL.GOV/OFCPP/REGS/COMPLIANCE/SEC503/VOLUNTARY_SELF-IDENTIFICATION_OF_DISABILITY_CC-305_SD_EDIT1.24.14.PDF](http://www.dol.gov/ofccp/regs/compliance/sec503/voluntary_self-identification_of_disability_cc-305_sd_edit1.24.14.pdf).

THE INDIVIDUALS WHO APPEAR TO BE THE BEST QUALIFIED FOR THIS POSITION WILL BE CONTACTED BY TELEPHONE FOR AN INTERVIEW

PURSUANT TO THE JEANNE CLERY DISCLOSURE OF CAMPUS SECURITY POLICY AND CAMPUS CRIME STATISTICS ACT, THE ANNUAL SECURITY REPORT (ASR), IS NOW AVAILABLE FOR VIEWING AT [HTTPS://WWW.CSUSTAN.EDU/ANNUAL-CAMPUS-SECURITY-REPORT](https://www.csustan.edu/annual-campus-security-report). THE ASR CONTAINS THE CURRENT SECURITY AND SAFETY-RELATED POLICY STATEMENTS, EMERGENCY PREPAREDNESS AND EVACUATION INFORMATION, CRIME PREVENTION AND SEXUAL ASSAULT PREVENTION INFORMATION, AND DRUG AND ALCOHOL PREVENTION PROGRAMMING. THE ASR ALSO CONTAINS STATISTICS OF CLERY ACT CRIMES FOR STANISLAUS STATE FOR THE PREVIOUS THREE YEARS. A PAPER COPY OF THE ASR IS AVAILABLE UPON REQUEST BY CONTACTING THE OFFICE OF THE CLERY DIRECTOR LOCATED AT ONE UNIVERSITY CIRCLE, TURLOCK, CA 95382, OR BY CALLING 209-667-3572.

THE UNIVERSITY IS AN EQUAL OPPORTUNITY EMPLOYER AND DOES NOT DISCRIMINATE AGAINST PERSONS ON THE BASIS OF RACE, RELIGION, COLOR, ANCESTRY, AGE, DISABILITY, GENETIC INFORMATION, GENDER, GENDER IDENTITY, GENDER EXPRESSION, MARITAL STATUS, MEDICAL CONDITION, NATIONAL ORIGIN, SEX, SEXUAL ORIENTATION, COVERED VETERAN STATUS, OR ANY OTHER PROTECTED STATUS. ALL QUALIFIED INDIVIDUALS ARE ENCOURAGED TO APPLY. CSU STANISLAUS HIRES ONLY INDIVIDUALS LAWFULLY AUTHORIZED TO WORK IN THE UNITED STATES. THE PERSON HOLDING THIS POSITION IS CONSIDERED A 'MANDATED REPORTER' UNDER THE CALIFORNIA CHILD ABUSE AND NEGLECT REPORTING ACT AND IS REQUIRED TO COMPLY WITH THE REQUIREMENTS SET FORTH IN CSU EXECUTIVE ORDER 1083 AS A CONDITION OF EMPLOYMENT.

INFORMATION CONTAINED IN THIS ANNOUNCEMENT MAY BE SUBJECT TO CHANGE WITHOUT NOTICE.

4/17/2019