Are you interested in using your graphic design skills to promote sustainability, climate action, and social justice? The Office of Sustainability is hiring a graphic designer to provide engaging visual elements for our events, publications, social media, and website presence. This position reports to Office of Sustainability Communications Manager as part of office’s media team and will start in September 2021.

Please apply by sending a cover letter outlining how you meet the required qualifications, your resume, and a sample portfolio either as PDFs or via a link to sustain@wwu.edu.

JOB DESCRIPTION:
- Create design solutions and print-ready layouts with a high visual impact for the Office of Sustainability
- Work with the OS staff to craft digital and print designs that maintain the sustainability brand for Western Washington University
- Produce digital graphics for the web and assist the OS Communications Manager and Web Developer with images and design for the OS website
- Work with staff to interpret content and visual needs, develop creative ideas and concepts, and choose an appropriate style that is agreed upon and meets project objectives
- Fulfill job responsibilities in ways that support an equitable and inclusive environment for all faculty, staff, and students
- Maintain and update a legacy document of position accomplishments and activities in order to ensure continuity in the position from year to year
- Other duties as assigned

EXPECTATIONS:
- Meet with clients to determine the scope of a project
- Present design concepts to clients and advise clients on strategies to reach a particular audience
- Incorporate changes recommended by the clients into the final design
- Regularly communicate updates on the progress of design projects
- Review designs for errors before printing or publishing
- Attend all scheduled meetings with Office of Sustainability team

REQUIRED QUALIFICATIONS:
- Knowledge in Adobe Suite and Creative Cloud
- Skilled in creative and artistic graphic design
- Detail-oriented with strong organizational skills
- Project management skills, including the ability to work on multiple projects simultaneously
- Ability to work in a creative team and collaborate effectively with diverse populations
- Must be an enrolled Western student and maintain a minimum credit load throughout term of position of 6 credits for undergraduates and 4 credits for graduates with a minimum of a 2.00 cumulative grade point average

PREFERRED QUALIFICATIONS:
- Ability and willingness to learn, use, and model best practices for sustainable workplaces daily
- Interest in social, economic, or environmental sustainability topics
- Experience in creating media campaign graphics for print, digital and web
- Experience with photography and video is a plus

WAGE
- $15.05/hr
- Maximum twelve hours per week
- Position works fall, winter, and spring quarter
- Work-study eligibility required