

Graphic Design and Social Media Assistant

Part-Time Student Position: 10 hours per week

Dean's Office
College of Business Administration
2019 Business Building
1301 Lovers Lane
Manhattan, KS 66506

Position Description:

The College of Business communications and marketing team is looking for a skilled graphic design student to assist with the planning and creation of content for the college's social media feeds and digital signage. We are looking for a self-starter with the ability to produce high-quality graphics that will increase engagement with the college's target audiences. This position will be a great opportunity for a student who is interested in social media marketing to build their resume along with a portfolio of work.

Job Responsibilities Include:

- Designing eye-catching and professional graphics
- Developing ideas and content for social media
- Attending various CBA events for social media coverage
- Working with CBA faculty and staff on specific social media initiatives
- Proof-reading and editing of materials
- Occasional print projects
- Other duties as assigned

Required Qualifications:

- Current K-State student
- Strong communication skills (written and verbal)
- Working knowledge of graphic design and the Adobe Creative Suite.
- Excellent attention to detail
- Available to work throughout the Fall 2018-Spring 2019 school year

Compensation: \$8.00 per hour.

Hours: 10 hours per week, to be assigned during office hours (M-F 8am-5pm)

If you are interested in joining a fun and exciting work environment, send a resume along with 2-3 graphic design examples to brentf@ksu.edu. Applications are due by Monday, April 30.