



Graphic Design Assistant

Position: Graphic Design Assistant

Department: Office of Sustainability

Supervisor: Katharine Targett

Pay Rate Level: Varies depending on class year and experience

Phone: 610-758-3692

Location: STEPS 426

E-Mail: kat516@lehigh.edu

Description: The Office of Sustainability is seeking members to become part of a team specializing in graphic design. This team will work on raising awareness and education of campus sustainability efforts through the creation of posters, pamphlets, and brochures, as well as logos for events and infographics to display collected data.

Responsibilities may include:

- Designing visual representations (infographics, etc.) of sustainability accomplishments
- Designing brochures, pamphlets and PDFs for online and print publications
- Design posters that promote programs and events
- Design logos for programs and events
- Attending weekly staff meetings

Preferred Qualifications:

- Experience with Adobe Acrobat suite, Photoshop, Publisher, or Canva
- Graphic design experience
- Attention to detail and ability to make changes based on feedback
- Ability to work both individually and as a team on projects

Notes: The intern will be expected to work 4-10 hours per week. This position will start in late August 2018.

To Apply: Please complete the application available on [Handshake](#) or complete this [form](#). In addition, send a copy of your resume to sustainability@lehigh.edu.

Deadline: Open until filled

