



TITLE: Graphic Design Assistant

DEPARTMENT: Office of Sustainability

REPORTING STRUCTURE: Reports to Marketing & Communications Specialist

SUMMARY: The Office of Sustainability is seeking members to be part of a team specializing in graphic design. This Graphic Design Assistant will work on raising awareness and education of Lehigh's sustainability efforts, initiatives, programs, practices, and events through the creation of digital and print marketing and communications materials. The Graphic Design Assistant will learn about the use of design in marketing and communications. In addition, the Graphic Design Assistant will learn about and execute design workflows, digital and print file preparation, archiving, and collaborative creation.

Examples of marketing mediums that this position will produce content for include print and digital mediums such as social media accounts (Facebook, Instagram, Youtube, etc.), websites, emails, posters, flyers, infographics, and reports. Graphic Design assistants will also create logos and brand guides (as needed).

RESPONSIBILITIES MAY INCLUDE:

- Creating and designing print and digital materials for various marketing and communications mediums
- Adhering to brand guidelines and completing projects according to deadline
- Designing posters, flyers, infographics, brochures, pamphlets, for online and print publications, as well as content for social media, web, and email applications
- Designing logos and brand guides for programs, events, initiatives, etc.
- Collaborating, supporting, and networking with office teams, like-minded campus partners, departments, organizations, and offices on and off campus
- Attending weekly staff meetings and team meetings
- Other duties as assigned

PREFERRED QUALIFICATIONS:

- Basic knowledge of layouts, typography, line composition, color, and other graphic design fundamentals

- Experience with InDesign, Adobe Photoshop, Illustrator, and Canva
- Compelling portfolio of graphic design work
- Attention to detail and ability to make changes based on feedback
- Strong creative, analytical, and problem-solving skills
- Self-motivated with an ability to work independently and collaboratively

PHYSICAL DEMANDS AND WORKING CONDITIONS: May work under pressure to meet office deadlines.

COMPENSATION: Work-Study Position Only. Pay varies depending on class year and experience. This position will start in January 2024 and the intern will be expected to work a minimum of 6-10 hours per week.

TO APPLY: Please complete this [form](#) and upload a copy of your resume.

DEADLINE: Open until filled.