

**Cross Cultural Center**  
**Graphic Design & Promotions Student Coordinator**  
**Job Description**  
**2019-2020**

**Salary:** \$13.50/hour (Assistant III)

**Reports to:** Office Coordinator

**# of Positions:** 2

The Graphic Design & Promotions Student Coordinator (GDPSC) serves as an ambassador of the Cross Cultural Center by promoting its mission, goals, and values. The GDPSC serves as the main contact for all CCC publications and promotions. You will be responsible for all of CCC's publicity materials and for creating promotional materials that are inclusive and welcoming of all members for the campus community.

**Job Duties**

- Design and produce promotional material announcing CCC programs and services. This includes design concepts, selecting appropriate graphics, typestyles, papers and colors, creating designs using a variety of computer programs and working with printing vendor throughout the production process.
- Work closely with Web Maintenance & Design Student Coordinator to correlate information, design elements and oversee the design, maintenance and distribution of the CCC updates.
- Participate in all CCC activities, programs and services.
- Work with the career staff, other student coordinators, and volunteers in planning, implementation, publicity, and evaluation of CCC programs
- Use of marketing skills in order to collaborate with the other CCC student coordinators in producing promotional material that reflect the mission of the Cross Cultural Center
- Assess, address, educate, and advocate for the issues and needs of the underrepresented and underserved communities

**Required Skills & Knowledge**

- Must be a registered student in good academic standing quarterly and cumulatively
- Experience in designing posters, flyers, or similar publications for clients
- Must be proficient in the use of Photoshop, Adobe Illustrator, InDesign, and other graphic design programs
- Ability to work within the CCC's limited publicity budget
- Ability to work under short deadlines and produce work quickly – from 1 day advance notice to more than 1 week advance notice.
- Must have basic knowledge of printing standards and prepress requirements for the output of printed materials via both traditional and digital methods
- Must have excellent self-editing/proofreading skills
- Excellent organizational and communication skills are necessary
- Ability to take initiative and to work independently with a minimum of supervision and structure
- Understand, articulate, and address issues of multiculturalism, cross-cultural intersections, racism, sexism, heterosexism, homophobia, classism, religious oppression, cultural appropriation, sizeism, ableism, etc.

- Interest in or knowledge of issues surrounding underserved and underrepresented communities on campus
- Must be willing to work throughout the academic year including evenings and occasional weekends (except for school breaks)
- Ability to work collaboratively with a diverse team

**Preferred Skills & Knowledge**

- Work Study, DACAmented and international students are encouraged to apply
- Coursework or community experience in areas related to diversity issues (e.g. social justice, identity politics, identity development, cross cultural communication, multiculturalism, topics dealing with race/ethnicity, sexuality, gender, age, ability, religion/spirituality, class)