**PAID STUDENT ASSISTANT OPPORTUNITY:**

*Graphic Design & Digital Media*

**Who are we?**

ICCE provides opportunities for SF State faculty and students to become aware of and address issues of social justice through service-learning and civic engagement. Through innovative courses, experiential learning, political engagement, participatory action research, and direct services, we partner the resources and expertise of the urban university with the knowledge and assets of diverse communities. We foster scholarship that benefits the public good: those people who fully participate in the civic life and political processes of their communities, and who take action to effectively advocate for social, economic, and educational inclusion.

**What will you do?**

The Graphic Design & Digital Media intern will assist with ICCE staff in creative brainstorming and executing several initiatives such as the #iconnect social media campaign, e-mail blasts, internal design projects, and much more!

**Daily Work**

- Assist with day-to-day tasks including creating imagery for the website, emails (aka A LOT of Photoshop).
- Create and assist in the creation of logos, infographics, invites, e-newsletters, posters, and presentations.
- Prepare files for print and/or web use.
- Part of this job will consist of helping maintain internal workflows of marketing and communication. Responsibilities for this organizational function will include:
  - Updating and revising content on ICCE’s website – icce.sfsu.edu;
  - Updating social media content

**Other Duties as Requested:**

- Assist with set-up & breakdown of events, workshops and orientations.

**Are you a match?**

- Graphic Design major preferred, or if you just have a strong passion and knowledge of design, we are OK with that, too!
- Strong knowledge of Photoshop, Illustrator, InDesign, and Microsoft Office as well as a great eye for typography, color theory, and wire-framing.
• Basic understanding of web design
• Exceptional communication and interpersonal skills with a customer service orientation.
• Organized, detail oriented, and ability to multitask.
• Proactive, strong problem-solving and analytical abilities
• Ability to take initiative, show good judgment and manage projects from beginning to end
• Ability to meet deadlines and to anticipate next steps or needs
• Enthusiasm for the mission of the project(s)
• Must be currently enrolled as an SF State student

Compensation & Position Details

• $15.00 per hour
• 17-20 hours per week from September 2016 to December 2016
• Hiring is by semester, extension past this semester is based on performance evaluation.

To Apply

Please e-mail your resume to icce@sfsu.edu  Subject line: Graphic Design & Digital Media job by 5pm on Friday, September 2, 2016.

Interviews will be invited on a rolling basis as applications are received.

Start date: as soon as possible; preferably by September 12, 2016