

Campus Life Graduate Assistant for Design Design Manager

Overview: The Graduate Assistant for Design is a graduate student position within Campus Life at RIT. This position provides design support and supervision to a group of 7 undergraduate marketing staff. This position offers support in student staff training, student staff supervision, and other assigned projects.

15-20 Hour per week position during the Academic Year and Summer Term. 50 weeks total.

Supervisor: Assistant Director, Marketing

Job #: TBD – New Job

Job Title: Graphic Design Manager

Department: Campus Life / Division of Student Affairs

Department Contact: Jacqui Stack

Email: jmsccl@rit.edu

Location: Campus Life Center, Marketing Suite 2010

Hours/Week: 15-20

Position Summary: The Design Manager is responsible for the intake and oversight of department-level design projects for all functional areas within Campus Life. This position will entail graphic design, project management, brand integration strategy, and the production of design training resources for staff within the division. This position will also oversee project intake requests from student clubs and organizations in need of marketing services.

Essential Functions:

1. Directly report to and assist the Assistant Director of Marketing in the oversight and management of all department-level design projects within the Campus Life department.
2. Assign new projects to student designers, providing them with design inspiration and references when necessary.
3. Work directly with student team to provide guidance, review, and feedback throughout the design process.
4. Design both print and digital graphic design materials for Campus Life.
5. Conceptualize and develop proposals for the integration of RIT's new brand within the department.
6. Develop training resources for Campus Life marketing staff.
7. Manage a team of 7 designer student employees, including weekly meetings and management of design work.
8. Participate in design team meetings and critiques.

Qualifications:

1. Proficient in the Adobe Creative Suite (Illustrator, InDesign, and Photoshop)
2. Availability to work at least 3 workdays (M-F) and at least 15 hours per week
3. Creative and self-motivated critical thinker
4. Comfortable working under tight deadlines and juggling multiple projects at once
5. Ability to both provide and accept constructive feedback
6. Strong verbal and written communication skills

Qualification/Special Skills Preferred:

1. Graduate student pursuing an MFA degree in Visual Communication Design or a similar program
2. Leadership and/or management experience

To Apply: Please email a copy of your resume and portfolio to Jacqui Stack, Assistant Director of Marketing at jmsccl@rit.edu.