

BENTLEY Student Programs & Engagement

Job Description – Graphic Design Specialist

Position Title: Graphic Design Specialist

Department Team: HYPE Marketing Team

Pay Rate: \$15.00 / Hour

Supervisor: Associate Director of Student Programs & Engagement

HYPE Marketing Team Mission Statement

The HYPE Marketing Team (Highlighting Your Programs and Events) embodies and amplifies Student Programs & Engagement's mission by highlighting opportunities for social connections and student development on campus. Using creative marketing strategies and a strong departmental brand, HYPE creates an awareness and excitement around departmental programs, student organization events, and student-centered initiatives. HYPE achieves their mission through marketing and branding support, highlighting student voices, providing live coverage for campus programs and events, and documenting the student engagement experience.

Position Summary

Graphic Design Specialists are part of the Creative Team, which is primarily responsible for the design elements for the Student Programs & Engagement department program marketing. Student Programs & Engagement programs include departmental events, student organization events, and other annual social, educational, and celebration programs for the student body. Graphic Design Specialists create graphic designs and visual marketing materials to advertise upcoming engagement opportunities for the Bentley community.

Responsibilities

- Design visual graphics, including event posters, infographics, social media graphics, and other promotional content to be used for both print and digital marketing of programs.
- Communicate departmental brand through visual content beyond individual program marketing. This may include departmental marketing collateral, including apparel, signage, brochures, and other visual content.
- Connect regularly with the Creative Director and other staffs to ensure successful completion of projects. Work with the Creative Director to obtain copy approval.
- Meet with potential student organizational clients regarding special projects and organizational initiatives that may include logo and brand style guide creation.
- Ensure a consistent and cohesive departmental brand is used in all marketing materials.
- Attend weekly Event Marketing Team meetings to review project assignments.
- Attend regular one-on-one meetings with the Creative Director, HYPE Director, supervisor, and/or other Student Programs & Engagement staff members.
- Other duties as assigned by the Student Programs & Engagement Professional Staff.

Scheduled Shift Times

HYPE team members are required to hold two office hours each week within the Student Center between the hours of 8:30 AM – 4:30 PM, Monday – Friday. Scheduled office hours remain the same each week. Additional shifts include all work completed outside of office hours, including event coverage, photo and video editing, and graphic creation. Staff are permitted to work between 8-10 hours per week. Event coverage shifts are available to be picked up as needed. All shifts must be logged and verified via SubtUp to confirm working hours.

Qualifications

- Must be a reliable, trustworthy, team player who will be a contributing member of the staff.
- Must have the ability to manage several projects at once.
- Must have keen attention to detail and the ability to give feedback to team members.
- Must have an understanding of marketing trends, terminology and strategy, specifically related to graphic design.
- Must have the ability to be creative, flexible, collaborative, and take initiative in developing new and innovative ways to engage students via campus marketing campaigns.
- Must have advanced skills in Adobe Creative Suite applications, including Photoshop, InDesign, and Illustrator, (or equivalent software) as well as knowledge of document set-up, print setting management, and large format printing. Skills in Procreate, as well as free alternatives to Adobe may be considered.
- Must be able to work with short deadlines, while managing multiple project deadlines.
- Must have the ability to communicate with team and supervisor on a regular and frequent basis, both in-person, and remotely.
- Must act in a professional manner and as a positive representative of the department.
- Must follow all HYPE and Student Programs & Engagement employment policies.
- Must attend all HYPE team meetings and trainings.
- Must be able to return to campus early for mandatory training at the beginning of each semester. Staff members who live in campus residence halls will be approved to move into their rooms early for training.
- Must remain an enrolled undergraduate student at Bentley University, in good academic and judicial standing with the university throughout the length of employment. Current staff members can apply to return to the staff during their graduate year(s).

Mandatory Dates

Tentative Fall 2023 Semester Training: August 27 – September 2, 2023

Tentative Spring 2024 Semester Training: January 17 – January 21, 2024

All Student Employment Staff Meeting: Wednesday, October 18, 2023, at 2:00 – 3:30 PM

All Student Employment Staff Meeting: Wednesday, March 20, 2024, at 2:00 – 3:30 PM

Creative Team Meetings: Weekly, based on availability of group

All HYPE Staff Meetings: Bi-weekly, on Tuesday or Wednesday, 2:00 PM – 3:00 PM

- Attendance at all mandatory dates is expected from staff members. Candidates must address any potential conflicts during the interview process.
- Prior approval must be requested and granted in order to miss a mandatory obligation.
- Training dates are tentative. Please check with your supervisor before making travel arrangements.

Supplemental Application Materials

Graphic design samples required with your application. Visit www.BentleySPEak.com/hiring for examples of appropriate supplemental material submissions.