Graphic Designer

Department Name: Women’s and Gender Center
Job Title: Graphic Designer
Remuneration: $12.00/hour

Term/Start Date: This position is contract-based meaning that continued employment renewals will be extended after a satisfactory end of semester review with the Director.

Note: People of all genders are encouraged to apply.

Job Description:

The Graphic Designer works collaboratively to develop campus-wide and targeted programs that promote analysis and understanding of gender and feminism. They work with the Director and fellow staff to support programs by creating posters, educational resources, passive programming resources and graphics for the WGC newsletter, social media pages and website.

In addition to tasks specific this position, this position also must perform several tasks common to all WGC student staff. WGC student staff must attend weekly staff meetings, one-on-one supervision with the director, and staff development training. They hold regular hours in the WGC and work to ensure a welcoming resource center environment. They help manage the center calendar and files.

This is a deadline-driven paraprofessional student staff position that requires dependability, punctuality and attention to detail, as well as a positive attitude and a willingness to reach out across difference to engage all Amherst students.

Other duties as assigned.
Approximate Number of Hours:
6 to 8 hours per week.

Requirements:
- Must be enrolled at Amherst College and in good academic standing
- Must be in good academic standing for the term prior to selection and during entire period of employment
- Must have knowledge of and sensitivity to traditionally underrepresented students;
- Must understand and actively use social media and be willing to share, post and invite other students to events using various social media accounts
- A solid understanding of feminism, intersectionality, and gender theory is preferred.

Tasks & Priorities:

| Serves the Center's graphic designer; designs WGC posters and online and print materials. |
| Works with the other Office and Outreach Coordinators to generate Facebook event pages and publicize WGC events. |
| Works with other Student Coordinators to add events to the Amherst Calendar and the Daily Message. Event information is due to OC 2 weeks prior to the event. |
| Creates monthly passive programming in collaboration with PCs and Outreach Coordinator. |
| Sends all print materials to OAS and manages postering. |
| Coordinates in center promotion of events; including the upkeep of bulletin boards. Keeps an archive of center promotional materials. |