

WEB DEVELOPER/GRAPHIC DESIGNER APPLICATION

OMA&D – MULTICULTURAL OUTREACH & RECRUITMENT

Application Due: May 17, 2024, 5:00 p.m.

Pay Rate: \$20/hr

Work Schedule: Between 8:00 a.m. – 6:00 p.m.,
Monday through Friday for up to 7 hours/week

JOB OVERVIEW

The Office of Multicultural Outreach and Recruitment Graphic Web Developer/Graphic Designer position provides graphic design support to MOR staff with hard and soft copy products as well as maintenance of the MOR website.

WORK DUTIES AND RESPONSIBILITIES

- > Web design, publications, brochures, covers, posters, briefings, multimedia, illustration, logos, and exhibits.
- > Other duties as assigned.

MINIMUM QUALIFICATIONS

- > Knowledge of design and presentation software packages such as Adobe Photoshop, Illustrator, and InDesign.
- > Knowledge and familiarity with UW branding.
- > Familiarity with WordPress and entry level proficiency of HTML.
- > Must be reliable and flexible with juggling multiple projects and short deadlines.
- > Is able to work in a diverse, fast paced environment.

PREFERRED QUALIFICATIONS

Proficiency in manipulation of digital raster and vector images.

Knowledge of graphic design related hardware (Graphical tablets, scanners, printers, digital cameras) and ability to design layouts ready for print production.

Able to communicate the following well:

- > Design ideas
- > Design revisions
- > Project content

Able to assess time-to-completion for a project.

Minimum of 1 years' experience performing progressively more complex and responsible tasks including:

- > Demonstrated ability to work independently with minimal supervision.

- > 1+ years' experience in a similar position.
- > Excellent verbal and written communication skills.
- > Knowledge of CSS (cascading style sheets).
- > Fluidity with imaging software (Adobe Photoshop, Elements, Illustrator, etc.)
- > Knowledge of office tools (Google Apps, Microsoft Office, etc.)
- > Ability to communicate policies and procedures to students and visitors.
- > Ability to work independently.
- > Desire to work in multicultural environment.
- > Background in Graphic Design, Web Design, or similar field.
- > Understanding of vector graphics and manipulation.
- > Experience in Adobe Creative Cloud.
- > Entry level proficiency in the following programming languages is also recommended - JavaScript, PHP:Hypertext Preprocessor (PHP).

To be considered for this position, your application, resume, and portfolio must be received by Rose Nguyen via email at rosetnn@uw.edu by 5:00 p.m. on Friday, May 17, 2024.