

Subject: Available Student Position

Date: January 5, 2012

STUDENT JOB INFORMATION:

Employer: Office of the Chief Information Officer (OCIO)

Address: TNC building, 320 W. 8th Ave. (on campus)

Job Title: Student Services Assistant #3 (Graphic/Visual Design Assistant)

Starting Rate of Pay: \$8.50 per hour

Hours/Days of Work:

Fall, Winter & Spring Qtrs: Average 15-20 hours per week, between 8:00am-5:00pm, Monday-Friday.

Summer Qtrs & Breaks: Max. of 40 hours per week possible between 7:30am-5:00pm, Monday-Friday.

Employment Duration: Ongoing

Person to Contact: Lisa Calcara, Prog. Manager – Communications

Work Phone: (614) 292-8040 **E-Mail:** calcara.4@osu.edu

Position Description:

*** ATTENTION: Visual/Graphic Design and Art and Technology Majors ***

Get paid to be creative and sharpen your design skills! GREAT for BUILDING your PORTFOLIO!

Duties: Student designer needed to create professional level print and electronic communications and publications for Ohio State's information and learning technology office (Office of the Chief Information Officer). The student will produce posters, fliers, brochures, advertisements, web banners, event displays, Flash scripts, video shorts, logos, graphics and other communication and marketing items as needed. The student will also help with other day-to-day communication duties and design projects as assigned.

Required Skills: Qualified candidates must possess strong artistic, aesthetic and creative design skills and craftsmanship; be proficient using Adobe Creative Suite design (InDesign, Illustrator, PhotoShop, Flash and AfterEffects) and Microsoft Office software; have the ability to work under deadlines to simultaneously produce multiple design projects; be detail-oriented, reliable, flexible and a self-starter; have good time-management skills; and be able to accept critiques/direction from others. Familiarity of print production techniques (4-color process, offset and digital) and having good communication skills are strongly desired. Video production, photographic and web design skills are a plus!

The position start date is as soon as possible. Open to all current, full-time Ohio State students. **Interested students should e-mail resumes to Lisa Calcara at calcara.4@osu.edu. If additional information is required, call 292-8040.**

NOTE: *Qualified candidates will be contacted for an interview and will be required to present a portfolio of work at the time of the interview.*