Hourly Staff Position Vacancy

Date: 2/15/16

Position Title: Graphic Designer & Public Relations Assistant (PA1)

Position Number: H78

Number of Positions: 1

Wage: $15.00

Specific hours required: 20 hours/week, flexible

Description of duties: Under general direction of the Public Relations Coordinator, this individual will prepare a variety of skilled graphic design and layout work for the University Libraries. Duties include but are not limited to: designing, illustrating, and preparing brochures, newsletters, publications, ad layouts, posters, banners, web content, social media content, flyers, and other promotional materials.

Required Qualifications:
- Education or experience in graphic design using Adobe Creative, especially Illustrator, Photoshop, and InDesign
- Strong organizational and multi-tasking skills
- High school diploma or equivalent

Preferred Qualifications:
- Demonstrated knowledge of graphics trends
- Experience working in a deadline-driven environment
- Photography and/or videography experience
- Experience or interest in using social media for business
- Experience maintaining digital slideshows (i.e., PowerPoint, RISE)
- Communications, marketing, creative writing, or reporting skills

Supervisor: Kalli Vimr
Department: Dean’s Office
Room number: MULN 224A
Phone: 575-7311

To apply, please submit the following materials to libhrofc@uark.edu to the attention of Elsie Nguyen, Library Human Resources Assistant, MULN 214K, University of Arkansas Libraries, 365 N. McIlroy Avenue, Fayetteville, AR 72701-4002

1. Cover letter
2. Résumé
3. Portfolio (or a minimum of two graphic design samples, along with any other evidence of creativity you’d like to share, i.e. photographs, videos, graphic work, etc.)
4. Application For Part-Time Job Employment (available online at http://libraries.uark.edu/Webdocs/humanresources/JobApplication.pdf)
5. Names, addresses, and telephone numbers of two current references

Complete applications received by March 4, 2016, will receive full consideration. Late applications will be reviewed as necessary to fill the position.