Posting Number: 0602576

Working Title: Graphic Designer & Public Relations Assistant

Work Schedule, hours/week: 4 hours per day Mon - Fri between 8:00 a.m. and 5:00 p.m.; 20 hours/week

Title Code:

Type of Position: On Campus Part-Time

Department (Bu) Code: MULN-Mullins Library

About this College / Department:

Minimum Qualifications:
1. Education or experience in graphic design, layout, and typography
2. Strong organizational and multi-tasking skills
3. Current knowledge of desktop publishing
4. Thorough understanding of design software, including but not limited to Adobe Illustrator, Adobe Photoshop, and Adobe InDesign
5. Basic understanding of Web content and design
6. High school diploma or equivalent

Posting Date/Job Open Date: 12-20-2013

Job Close Date: Open Until Filled

Temporary? Yes

Special Instructions to Applicants:

Required Applicant Documents:

Optional Applicant Documents:

Recruitment Contact Information:
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. At least two graphic design samples
4. Any other evidence of creativity you’d like to share (photographs, videos, graphic work, etc.) Application For Part-Time Job Employment (available online at http://libinfo.uark.edu/Webdocs/humanresources/JobApplication.pdf)
5. Names, addresses, and telephone numbers of two current references

Complete applications received by January 21, 2014, will receive full consideration. Late applications will be reviewed as necessary to fill the position.

Overall Purpose/Job Objective:
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, flyers, logos and other promotional materials. The position also includes design for the Libraries' Web site and social media sites and other general duties as assigned.

Benefits Eligible: No

Preferred Qualifications:
1. Strong writing skills; ability to adopt different voices for different types of communications
2. Demonstrated knowledge of trends in social media, including Facebook, Twitter, Instagram, Snapchat, Vine, and YouTube
3. Excellent photography and videography skills
4. Familiarity with WordPress and Web content management systems
Salary/Hourly Range: 15.00/hour

Pay Grade Level:

Work Location/Building: Mullins Library / Public Relations

Does this position require any license(s)/certification(s)? No

Does this position require a background check? No

If yes, please specify:

Is this position weather / event essential? No

If yes, the employee in this position will report to work at the scheduled time when the University is closed due to inclement conditions.

Anticipated Start Date:

Anticipated End Date (for hourly postings):

Pre-employment Screening Requirements:

Department Home Page: http://libinfo.uark.edu

Overtime Eligible: Yes

Faculty Track Status:

Faculty Type:

Quicklink for Posting: jobs.uark.edu/applicants/Central?quickFind=55185

The University of Arkansas is an Affirmative Action/Equal Opportunity Employer. The University welcomes applications without regard to age, race, gender, national origin, disability, marital or parental status, veteran status, genetic information or sexual orientation. Applicants must have proof of legal authority to work in the United States. All applicants are subject to public disclosure under the Arkansas Freedom of Information Act.