



## Center for Student Engagement Graphic Design and Marketing Graduate Assistantship

The Center for Student Engagement contributes to the holistic education of all students by providing programs and leadership opportunities that advance student learning. CSE consists of a staff of three non-exempt full-time staff, four exempt full-time professionals, five graduate advisors and approximately ten student workers. The CSE staff serve in an advisory capacity over the Campus Events Board, which plans and implements 80-100 campus events per year. Additionally, the CSE serve in an advisory capacity for the Organization Resource Group and All Campus Events. The department also works to provide support for registered student organizations (450+). CSE also plans and executes a daytime programming initiative to engage students throughout the day in the Student Union. The experience will give students full exposure and involvement in all areas of design, programming and student activities at the University of Tennessee. Applicants must possess a Bachelor's Degree at the time of employment and must be in or be able to matriculate into a graduate program at the University of Tennessee.

### **Responsibilities and Tasks**

- Position will be responsible for the design and execution of campus-wide marketing plans for the CSE, including design of all office advertising and publications, as well as those requested for by the committees of the Campus Events Board, The Organization Resource Group, and All Campus Events.
- Position will be responsible for consulting with student leaders about potential designs
- Position will be responsible for creating media kits for large scale events and programs
- Position will be responsible for management of the Center for Student Engagement website, including assisting with oversight of all social media accounts for the Center for Student Engagement
- Other duties as assigned

### **Job Requirements/Qualifications**

- Applicants must be able to relate well to people in a college environment, possess an impeccable work ethic, have a positive attitude, be organized and have excellent communication skills, and maintain appropriate professionalism with students.
- Applicant must have working knowledge of the Adobe Creative Suite, including Illustrator, Photoshop, InDesign, or other design software. Experience using WordPress.
- Candidates should possess the maturity, leadership and personal qualities that will promote success in their profession.
- Position will report to the Director of Student Engagement

Position will be responsible for working 20 hours per week. The position will provide a full tuition waiver, monthly stipend of approximately \$1,300, and optional health insurance. Position involves occasional night and weekend work. Position start date is flexible (ideally summer 2020).

Contact Ashleigh Moyer at [amoyer@utk.edu](mailto:amoyer@utk.edu) with a resume and previous design samples.