The student Marketing and Graphic Design Assistant in the Office of Student Engagement will be involved with various projects associated with marketing, advertising and promotion of each office. Duties can entail graphic design, development of publications and websites, utilizing social media to promote activities, assisting in marketing plan development, creation of video clips for use on office websites/YouTube, and office administration as it pertains to assigned projects (e.g., processing paperwork, printing, etc.). Specific projects will be identified based on student interest and office need.

**Skills Required:**
Applicants must be proficient with MS Office and graphic design, with knowledge of one or a combination of the following: Adobe InDesign, Illustrator, Photoshop, other layout/design programs. Experience with Dreamweaver and FinalCut Pro is preferred. They need to be able to work individually and in a team environment. They must be organized and have good communication skills. Additionally, applicants should be extremely creative and ready to think outside of the box. They should have a good understanding of social media and how to use it to the benefit of the office. Web design and graphic design skills are crucial.

**Potential Projects:**
- Creating and distributing marketing/advertising materials for various office initiatives in print and on the web
- Updating and assisting in maintenance of office website
- Managing social media advertising and promotion for the office
- Working tables at events, fairs, the Russell House, etc.
- Assisting in University 101, student organization and interest meeting presentations
- Creating video clips to highlight office initiatives for viewing on the internet
- Other duties assigned

**Social Media:**
- @UofSC_OSE
- Student Engagement at the University of South Carolina
- uofsc_studentengagement
- UofSCstuengage
- UofSC_StudentEngagement

**Start/End Dates:** May 12, 2015 - May 2016
**Time in Office:** 15 hours per week during school year/ 20 hours per week during summer
**Supervisor:** Kimberly Dressler
**Pay:** $9 per hour
**Application Deadline:** Tuesday, March 31st

Interested applicants should submit their resume and a letter of interest to Kimberly Dressler at kdressler@sc.edu. After a review of applications, candidates will be contacted to schedule interviews. Candidates who have an interview should have design samples or a portfolio to examine when meeting.

Questions may be addressed to Kimberly Dressler (kdressler@sc.edu or 777-2142)