Merrick School of Business, Office of the Dean
Graduate Assistantship – Graphic Designer

FALL 2022

The Graphic Design position works as part of the Merrick School of Business Communications team that designs and produces internal and external collateral for various departments within the School.

Description:
- Assist the Director of Communications with design and production of advertising, public relations, recruiting and event materials for the Merrick School of Business
- 20 hours per week during the academic year
- Opportunity to work additional hours during the Summer (Jun, Jul, and Aug) as a student asst.

Key duties and responsibilities:
- Design and production of several strategic communications such as posters, ads, brochures, flyers, postcards and other publications for the programs, faculty, and initiatives of the School; &
- Assists with digital photography for print and the School’s Web site.

Requirements:
- Must be working toward a graduate degree at the University of Baltimore;
- Bachelor’s degree in graphic design or related field;
- Ability to work within a creative team and under the creative direction of others;
- Be proactive to add creative input to projects for which the team is responsible for;
- Knowledge and understanding of the printing process to prepare files accurately for the press;
- Work efficiently to meet deadlines with minimal errors;
- Ability to work in a fast-paced environment; and
- Able to adhere to the UBalt graphic style guide.

Desired qualifications:
- Strong conceptual and typography skills;
- Attention to detail and organization skills;
- Basic Web knowledge including HTML and content management systems; and
- Applicants must be able to make a one to a two-year commitment to this position.

To apply, please email a cover letter, resume and design sample to merrick@ubalt.edu. Be sure to specify the position/s for which you are applying and your availability to start on or about August 16, 2022.