



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

**FALL 2022**

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**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.**

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### **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;
- Proficiency in Macintosh-based software: Adobe InDesign, Adobe Photoshop, Adobe Illustrator, and Adobe Acrobat; video editing software.
- 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](mailto: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.

