Job Summary
The Graphic Designer position in the Office of Recreation at The University of Toledo is a two semester commitment; which can be extended into future years. The Graphic Designer, under the direction of the Graduate Assistant and the Assistant Director, has the responsibility of creating visible images that can be used in media and print to promote all areas of Office of Recreation; including Intramurals, Club Sports, Rocket Ex Classes, Special Events etc.

Reporting Relationship
Direct Supervisor: Graduate Assistant, Marketing
Functional Supervisor: Assistant Director, Business & Marketing

Job Duties and Responsibilities
- Generate/design marketing materials for the Office of Recreation’s activities
- Coordinate with Social Media Manager to effectively communicate with users/participants of the SRC
- Actively contribute to the Marketing Team through idea generation and implementation
- Promote fitness and wellness programs and services through graphic design
- Follow Emergency Action Plan and respond appropriately
- Attend staff meetings, in-service trainings and other trainings as assigned by GA or Assistant Director
- Other Duties as assigned by the Assistant Director or GA

Requirements
- Must meet The University of Toledo student employment qualifications
- Experience and a desire to gain further knowledge in Campus Recreation or Fitness and Wellness
- Demonstrated skill in quality graphic design
- Knowledge of graphic design programs such as; Adobe Creative Sweet, Microsoft Office, and Canva is preferred

Pay Rate
$8.10 per hour – weekly hours based on need