

Work Study Job Description

Job Title	Student Publications & Graphic Design Assistant
Department Name	Undergrad Acad Affairs UW Dream Project
Job Location	Seattle, WA
Pay Rate	\$13 - \$15
Employment Period	Academic Year
Hours Per Week	19 hrs/wk
Contact Supervisor	Nicole Guenther
Phone Number	206-543-9543
Email Address	npg324@uw.edu
Website	http://www.washington.edu/dreamproject/
Box Number	352800

Nature of Organization

The Dream Project is a student-initiated high school outreach mentoring program that operates as a UW course, partnering UW students with first-generation and low-income high school students to support them in accessing higher education.

Duties and Responsibilities

- * Assist with publication development, including design, layout, proofreading, and editing.
- * Collaborate with student leaders to produce high quality materials.
- * Re-create and format documents electronically, including invitations, letters, memos, itineraries, status reports, signage, spreadsheets (Excel) and other related documents.

Minimum Qualifications

- * Proficient with Adobe InDesign (CS 5.5 preferred)
- * Detail-oriented, efficient, and highly productive
- * Ability to organize and prioritize while juggling multiple projects simultaneously
- * Ability to work in a fast-paced environment of student peers and University staff
- * Great communication & listening skills
- * Ability to take constructive criticism and adapt to feedback
- * Ability to work 12-15 hrs/wk, with a majority of those hours between 9 am and 9:00 pm, M-F. Evening hours negotiable.

Educational Benefits

Student employee will improve and polish their graphic design skills, as well as their ability to work collaboratively with others.

Through the revision and production of Dream Project content, Student employee will learn significant knowledge about the Dream Project and issues of educational access and inequality.

How to Apply

Please send cover letter, resume and samples of visual design work to Nicole at npg324@uw.edu

Job Number: UAAF01 | Job Class: 0875 | Category: Arts & Media | 51% Comp. To Classified: n | Program:
State