

**Marketing Assistant - Graphic Design
Wellness and Recreation
NC State University**

The mission of Wellness and Recreation is to inspire a culture of wellness by providing premier, innovative and inclusive programs, services and facilities that promote healthy, active lifestyles to enhance student success.

Wellness and Recreation commits to foster a learning environment for our student employees that cultivate the skills of ethical reasoning, critical thinking, teamwork, initiative and professionalism. Programs and facilities are student run with professional coaching. The goal is to help develop student's transferable skills and create a supportive and challenging environment for them to succeed in and out of the classroom.

Wellness and Recreation is seeking enthusiastic students to assist with communication to the NC State community through the development of high-quality print and digital media.

Responsibilities:

- Produce high-quality print and digital media used to promote Wellness and Recreation programs, services and events
- Adhere to all NC State brand guidelines
- Communicate with Wellness and Recreation program areas to understand their communication needs in order to effectively create visual materials that solves their communication problems
- Work closely with Visual Arts Specialist throughout the design process
- Manage multiple assignments through Basecamp content management application to ensure all projects are complete in a timely manner
- Manage and update facility signage as necessary
- Understand and enforce Wellness and Recreation and area specific policies and guidelines
- Knowledge of emergency action plan
- Attend required trainings
- Develop professional relationships with co-workers, participants and guests
- Uphold and exceed the expectations of Wellness and Recreation: ethical reasoning, critical thinking, teamwork, initiative and professionalism
- Assist as needed in all required departmental functions

Department Required Skills:

- Effective interpersonal communication skills and presentation skills
- Commitment to customer service
- Demonstrate integrity, ethics, and commitment to diversity and inclusion
- Maintain clean, appropriate and professional attire
- Commitment to promoting healthy, active lifestyles

Qualifications and Certifications:

- Current full-time NC State student
- Proven experience with the Adobe Creative Suite, specifically Illustrator, InDesign and Photoshop.
- Knowledge of design theory and best practices
- Please include a portfolio or work samples

AA/EOE

NC State is an equal opportunity and affirmative action employer. All qualified applicants will receive consideration for employment without regard to race, color, national origin, religion, sex, gender identity, age, sexual orientation, genetic information, status as an individual with a disability, or status as a protected veteran.

Individuals with disabilities requiring disability-related accommodations in the application and interview process, please call 919.515.3148

Final candidates are subject to criminal and sex offender background checks. Some vacancies also require credit or motor vehicle checks. NC State University participates in E-Verify. Federal Law requires all employers to verify the identity and employment eligibility of all persons hired to work in the United States.

For More Information

- Wellness and Recreation Website, wellrec.ncsu.edu

Reports to the Marketing and Communication Specialist and Visual Arts Specialist.