Purpose: The graphic designer student employee will develop and create quality marketing and public relations tools through fliers, posters, documents, programs, and more. The graphic designer is also responsible for maintaining the quality of the OIR brand. Ensure the accuracy of information. Create and develop dynamic innovative, informative and engaging marketing tools that maintain the positive image of OIR, its services and programming. This position reports to LaShon McKay, Office Manager/Fiscal Technician, and Stephanie Daniel, Cultural Relations Analyst.

Position Requirements/Expectations:
- Demonstrated artistic ability to creatively design.
  - fliers/posters/programs/calendars/handouts/and other documents as assigned.
- Demonstrated ability to multitask and work in a high-paced environment.
- Expert in utilizing graphic design applications such as Publisher, Photoshop, Illustrator, InDesign, Adobe, and others as assigned.
- Research information on website for intercultural projects.
- Develop the OIR branding via fliers, graphics, social media icons, and more.
- Orchestrated coordination with program directors and supervisors of events for the creation of fliers/posters/programs/calendars/handouts/and other documents as assigned.
- Work with the OIR web designer to implement successful marketing tools to be placed on the webpage.
- Work with OIR photographer to edit and utilize pictures taken at OIR events for future publicity and marketing tools.

Office Duties:
- Provide front desk coverage for OIR 2114 Webb.
  - Execute flier creation and printing in an efficient manner.
  - Work directly with the OIR marketing team and staff to ensure the timely dissemination of material for event marketing.
  - Create and establish marketing tools with the marketing team, program director, and supervisor of each event.
o Design, create, and print name tags, table tents, and other documents as required.
o Answer telephones, take messages and/or transfer to voicemail or appropriate staff/resources.

- Other duties as assigned.

Knowledge and skills derived
  o Practical graphic design experience. Experience using current graphic software technologies.
o Experience in various aspects of development and marketing of cultural and international programs, events, and activities.
o Experience in navigating and working with diverse populations.
o Opportunities to enhance his/her communication and analytical skills, detailed projections, and analysis of project time lines.
o Experience in layout design and editing of publications.

Interview process
  o Must be prepared to present a portfolio showcasing original graphic design work if selected for an interview.
  o Anticipated Start Date: August 2017

To apply: Please submit your resume, 3 samples of your original graphic design work, cover letter, and a list of references to Stephanie Daniel, Cultural Relations Analyst, at sriggs@odu.edu. Interviews are conducted on a rolling basis until position is filled.