
STUDENT EMPLOYEE JOB DESCRIPTION

JD# 471 LCDI

Supervisor: Joseph Williams

Department: LCDI

Position Type: Federal Work-Study Program ☒ Part-Time Student Employment ☒

JD#: 471 LCDI

Job Level: 3

Pay Rate: \$11.10

Workday Job Title: Student Employee Level 3

Posted Job Title: Graphic Designer for the Senator Patrick Leahy Center for Digital Investigation (LCDI)

Job Description: The LCDI graphic designer is responsible for creating design solutions that have a high visual impact for the LCDI and Champlain College. The role involves listening to students and LCDI Leadership and understanding their needs before making design decisions. The graphic designer's job may involve managing more than one design brief at a time and allocating the relevant amount of time according to the value of the job. This position works directly with LCDI's Project Manager. Typical activities include:

- Interpreting the LCDI's graphic needs and developing a concept to suit this purpose.
- Work with the LCDI Communication Assistant to maintain and update all LCDI designs.
- Estimating the time required to complete the work.
- Developing design briefs by gathering information and data through research, from student workforce members, and/or LCDI Leadership.
- Thinking creatively to produce new ideas and concepts;
- Working with a wide range of media, including photography and computer.
- Proofreading to produce accurate and high-quality work;
- Working on layouts and art working pages ready for print;
- Working as part of a team with Champlain College Marketing department and Communication Assistants.
- Other duties and responsibilities may be assigned by LCDI Research Assistant III and/or LCDI Leadership

Required Qualifications:

- Proven graphic designing experience
- Attention to detail and organization is a must
- Must be able to work independently with little supervision on some projects.
- Up to date with industry leading software and technologies such as In Design, Illustrator, Dreamweaver, Photoshop, etc or compatible programs.

Additional Preferred Qualifications:

- Possession of creative flair, versatility, conceptual/visual ability and originality

How to Apply: Interested applicants should complete an application online: <http://bit.ly/LCDIapplication>

Approximate Hours per Week: ~6/8 hr/week

Job Location: Miller Center at Lakeside Avenue Campus

Qualified candidates will also be expected to attend a mandatory LCDI Town Hall and staff one LCDI event (i.e. Open Houses, Tech Jam, etc). In order to successfully accomplish the goals of this position, it may be necessary for the student to adjust his/her schedule to accommodate meetings with team members (i.e. monthly training and/or meetings).