

Job Title: Student Graphic Designer

Reporting to: Senior Graphic Designer

Place of Work: The Student Centre - University of York/Hybrid

Hours of Work: Hours are annualised (approximately 8 hours per week during semester)

Purpose of Role

Purpose of the role is to assist the organisation in the creation of design work for our Marketing and Communication channels. You will be required to create eye-catching and engaging work for social media and other digital platforms. You will lead on creating work from brief through to completion, take on feedback and advise on best practices when needed.

It is the duty of the Student Graphic Designer to meet design briefs, stick to budgets and adhere to deadlines, whilst building rapport with a range of stakeholders - from employees to external suppliers.

Key Tasks

- To work alongside the design, communications and marketing team to produce eye-catching and engaging visuals.
- Create effective and appealing work for digital media that engages with the student demographic.
- Keep up to date with design trends and apply when necessary into any creative output.
- Operate the Adobe Creative Suite and other supporting programs such as Canva to bring ideas to life.
- Adhere to the York SU brand and aid the team in research and development
- To promote the benefits and successes of York SU both internally and externally.
- To be an advocate for York SU.
- To attend meetings, training courses and conferences deemed appropriate to the position.

York SU's Values and Behaviors

To work with us, we ask all staff to uphold our core values and behaviors. These are:

Ambition

We are unashamedly ambitious. Students and their success is the reason we exist, and we will do everything in our power to work to their unique needs, journeys, experiences and communities.

Innovation

We're not afraid of failure. We bring creativity, sensitivity and integrity to all our work meaning that when things don't pan out how we expected, we own it, learn from it and always try again.

Social Conscience

We are bigger than just ourselves. We care and are committed to our vibrant community, celebrating and encouraging difference and diversity.

Authenticity

We are authentic and honest - building trust, rather than just focusing on our own power, privilege and legitimacy. We are always open about the needs, complexities, opportunities and challenges we all face now and in the future.

Partnership

We recognise we can't work alone - we know and are open about our limitations and believe that collective action and solidarity is what makes our work special. We weave and connect what already exists, build on common ground and focus on what unites us rather than divides us.

General Notes

- The principal roles and responsibilities will change from time to time and the post holder is required to undertake any additional duties as deemed appropriate.
- Staff are required to have a Personal Development plan and to participate in training, meetings or conferences considered relevant to their job. Staff must carry out their duties with full regard to the rules, policies and procedures and conditions of service contained in the staff information guide.
- A condition of the employment is that all staff are expected to assist in key events throughout the year e.g. Freshers Fair, Summer Ball and any other key events if necessary. Staff are expected to portray a positive image both internally and externally of the Students' Union by displaying standards of service integrity, punctuality, politeness and professionalism.
- To uphold York SUs environmental and sustainability practices, ensuring good practice is met.
- To abide by York SU's constitutions and policies.
- To work within, promote and uphold the student- led and democratic ethos of the Students' Union.
- York SU envisages that this post will develop through time and that the post-holder is expected to be proactive in pursuing these changes.

Person Specification

Requirements	Essential	Desirable
QUALIFICATIONS		
Literate and numerate to a GCSE level or equivalent	*	
Current student at the University of York	*	
EXPERIENCE		
Experience of working in both or either: - A design studio - An in-house design role		*
Experience of working in a membership led or democratic organisation		*
Experience of communicating with a diverse range of people, both individuals and groups	*	
Experience of developing creative and inclusive communications	*	
SKILLS		
General IT skills including a working knowledge of Microsoft Office and Google Suite	*	
Knowledge of using core Adobe Creative Suite design apps (Illustrator, InDesign, Photoshop etc)	*	
Knowledge of designing for print output (bleeds, CMYK, spreads vs pages etc)		*
Knowledge of video editing (Adobe Premiere Pro, After Effects)		*
Copywriting and proofreading skills		*
Excellent interpersonal skills- able to communicate effectively via a variety of methods	*	
Strong time management skills – able to meet deadlines and cope with varying workloads	*	

Ability to work well under pressure, to be flexible and adapt to changes in priorities	*	
High levels of attention to detail	*	
Understanding of governance within a Higher Education institution		*
Able to work as part of a team as well as under own initiative	*	
Commitment to the delivery of high standards of customer service	*	
Values and ethics		
A positive, 'can do' approach to work	*	
Dedicated to producing inclusive and accessible communications and design	*	
Possesses high level of personal integrity	*	