

PSD GRAPHIC DESIGNER & WEB DEVELOPER POSITIONS



Job Title: Graphic Designer & Web Developer

Reports to: Director of Operations & Director of Marketing

Job Purpose:

Penn Student Design is one of nine student-run businesses in Penn Student Agencies. This business offers a full range of high-quality creative services at affordable rates for on and off-campus clients, as well as a unique collaborative experience for talented student designers. The Graphic Designer supports Penn Student Design by using their graphic designer, illustration, and web development skills to create products for the Penn community. PSD is looking for graphic designers with experience in designing websites to create products for the Penn community as well businesses in Philadelphia.

Expectations:

- Provide quality graphic design and/or web development work that meets the needs of the client.
- Provide excellent customer service during the project that best represents Penn Student Design.
- Communicate with PSD Managers and the client promptly, and complete assignments in a timely manner.
- Be available to work on multiple design projects throughout the year. Please note that the work is on a project basis that will be assigned to you by the PSD Director. Some weeks there may not be any work and some weeks you could work 20 hours. It depends on the project and your availability for the week.
- Available for other duties as assigned.

Attendance Requirements:

- Attend all client meetings (in person, calls, interviews etc.) on time.
- Attend all bimonthly meetings (30-45 minutes each)
- Minimum 50% of PSA Semesterly GBM's (at least 2 GBMs per semester)

Preferred Experience & Skills:

- Must be fluent in Photoshop and InDesign.
- **For Web Developers applicants:** developing websites on WordPress, Squarespace and basic knowledge of HTML is preferred.
- Previous experience in designing for clients a plus, but not necessary.
- Must be open to suggestions and critique of your work, willing to work with clients to create their desired outcome, flexible with hours, reliable and hardworking.
- Position is open for both undergraduate and graduate students. However, you must currently be enrolled at the University of Pennsylvania.

Acquired Skills:

- **Interpersonal Skills:** being able to communicate effectively and professionally is vital to any job and is a skill refined as a Designer from working with various types of clients.
- **Attention to Detail:** from producing multiple drafts according to client requests, you will develop strong attention to detail as a Designer
- **Commercial Awareness:** you will see firsthand how a business operates and how commercial decisions are made to operate a profitable business
- And many more!!

Wage: Starting at \$10.00 per hour or project based

Hours: **Graphic Des.:** 5-10 hours per week/ **Web Dev.:** 10-20 hours per week; depending on agency and project needs.