Purpose
The Penn Student Design (PSD) Manager serves as a liaison between campus groups and greater Philadelphia organizations with graphic designers. The PSD Manager will connect clients to a group of qualified, creative students, for the purpose of fulfilling design needs and cultivating our students to grow as freelance graphic designers.

Major Accountabilities
- The PSD Manager will seek out talented undergraduate and graduate graphic and web designers.
- The PSD Manager will ensure each year’s team of designers comprises print designers, website designers, and website coders/developers.
- The PSD Manager is responsible for marketing PSD, by reaching out to student groups and other Philadelphia organizations, to make our services known both on-and-off campus.
- The PSD Manager is responsible for checking the PSD email account weekly and will respond to inquiries.
- The PSD Manager will set up initial meetings with potential clients to evaluate their needs and the feasibility of their design requests, and will then match an available Penn Student Designer with the client, if appropriate.
- The PSD Manager is responsible for negotiating pricing, signing contracts, and overseeing the working relationship between client and designer before, during, and after the project.
- The PSD Manager will strive to foster a sense of community among Penn Student Design, by hosting workshops where designers can teach and learn from one another.

Additional Expectations
- Attend all manager meetings and retreats (dates TBD).
- Set 2 office hours per week
- Attend monthly agency meetings with the General Manager and Graduate Assistant.

Organizational Structure
Directly reports to the General Manager.

Specialized Training and Preferred Experience
You must be organized, responsible, and be able to delegate work accordingly. Good graphic and web design skills; necessary to approve designers’ work. Good presentation skills (written and oral) and a professional demeanor are required since you will be communicating with prospective clients. Must take the initiative to expand the scope and prevalence of Penn Student Design.

Salary: $8.00-$10.00 per hour, depending on experience
Hours: 5-10 hours per week
Timeline: PSA Director and Manager Contracts are from March – March.