ABOUT THE OFFICE

The Publicity Center provides high quality and personalized promotional services, products and support to the Associated Students organization and students of Western Washington University. We offer excellence in graphic design, print and electronic media, and distribution services while providing unique educational opportunities and leadership experience to student employees.

ABOUT THE POSITION

Project Managers initialize the publicity process, facilitate contact between clients and the Publicity Center, track project deadlines and milestones, and supervise a team of designers. This position is responsible for ensuring that publicity requests are accepted or denied, designed, produced, and distributed in a timely and professional manner.

OFFICE RESPONSIBILITIES

- Attend staff meetings and trainings.
- Uphold the values of the AS by ensuring all communication with clients is respectful and professional.
- Maintain regular communication with Project Managers about assigned projects.
- Greet customers at front counter when no Project Manager is available.

REQUIRED QUALIFICATIONS

- Maintain a minimum credit load during full term of position:
  - Undergrad: 6 credits
  - Grad: 4 credits
- Maintain a minimum of 2.0 GPA.
- Ability to complete entire term of position.
- At the time of hiring, be eligible for employment in the U.S.
POSITION RESPONSIBILITIES

• Provide leadership to design staff through art direction, assistance with challenging projects, and brand oversight.
• Proof and approve all print requests from Publicity Center designers.
• Design and prepare electronic and print promotional materials including social media graphics, posters, banners, logos, etc.
• Record all interactions with clients by utilizing project management software.
• Meet and discuss design specifics with clients for projects assigned.
• Ensure continual progress on projects toward completion by completing tasks on time, and working collaboratively with the client.
• Ensure inclusivity and accessibility in design content.

PREFFERED QUALIFICATIONS

• Working knowledge of, and interest in, publicity, communications, graphic design and advertising.
• Experience in design and layout of digital and print media.
• Experience using, Adobe design software.
• Ability to make good judgments and timely decisions related to design.
• Effective organizational and time management skills.
• Ability to work independently and responsibly.
• Demonstrated ability to work collaboratively with people of diverse backgrounds and opinions.
• Ability to work within deadlines and problem solve.
• Experience using digital printing equipment.
• Ability to critique others’ work in a productive and respectful manner.
• Ability to identify and work on removing inequities, barriers, and forms of oppression that may be present in the programming or services of this position.

This job description is subject to change in accordance with the AS Employment Policy.
The Associated Students is an Equal Opportunity Employer.
Revised April 2021 by Personnel Director.