Lead Graphic Designer & Public Relations  
Graduate Assistant Position Description  
2019-2020

10-MONTH POSITION BEGINNING AUGUST 1, 2019

RESPONSIBILITIES:

- **Graphic Design (40%)**
  - Produce high quality marketing materials for both print and electronic media including but not limited to flyers, posters, t-shirts, social media graphics, digital signage.
  - Assist students with the production of marketing materials; editing and submitting completed projects for approval.
  - Coordinate with staff to ensure projects are finished according to marketing requests and by stated deadlines.

- **Public Relations (30%)**
  - Assist the coordinator for public relations in daily marketing operations. This includes, but is not limited to design work, event planning, resource fairs, managing promotional materials.
  - Assist with social media, photography & videography.
  - Manage digital signs.

- **Administrative (25%)**
  - Assist with training, scheduling and development of student staff.
  - Participate in regular staff meetings and trainings.
  - Enforce Recreational Sports policies regarding filming and photography within Recreational Sports facilities.

- **Special Events (5%)**
  - Assist in the planning and executing of special events including marketing strategies and materials.
  - Assist with logistics by coordinating with other university and departmental areas.
  - Provide evening and weekend coverage as needed.

QUALIFICATIONS:

- Bachelor’s degree in public relations, graphic design, marketing, advertising or related field and acceptance into a graduate program at the University of Georgia.
- Demonstrated portfolio in graphic design.
- Advance proficiency with Adobe Creative Suite (Photoshop, InDesign, Illustrator) and graphic design principles.
- Strong communication and organizational skills, ability to edit submitted works, attention to detail.
- Knowledge of best practices for social media, photography and videography.
- Flexibility and ability to work under pressure and produce work before deadlines.
- Must be available to work by August 1, 2019.

Updated 6/12/2019
Thank you for your interest in being a graduate assistant in the Department of Recreational Sports at the University of Georgia. Please make sure that you submit your application and corresponding materials via our [online application form](#). Thanks and Go Dawgs!

Please be aware that offers for assistantship positions are contingent upon acceptance into the University Graduate School and the specific degree program you are applying for. Varying deadlines exist for all applications and it is the responsibility of the applicant to beware of these and apply accordingly.

Deadline to apply to the Graduate School is July 1, 2019 for domestic applicants to start classes for the Fall 2019 semester. However, specific graduate programs have separate AND earlier deadlines (see below). Applicants MUST be accepted into the Graduate School before they can be accepted into the degree program of their choice. [http://grad.uga.edu/](http://grad.uga.edu/)

- Stipend for 10-month (August-May) assignment: $21,232.56 (approx. $2,123.26/month)
- June and July employment is available at an equivalent hourly rate after your first year of employment
- All graduate students pay a $25/semester tuition plus applicable fees (~$1,139.00); information on fees can be found at [www.bursar.uga.edu](http://www.bursar.uga.edu). All students on assistantship are required to have health insurance and mandatory health insurance premiums will be deducted from your assistantship paycheck unless students qualify for to opt out of the University System’s insurance plan. More info on health insurance can be found at [www.hr.uga.edu/students](http://www.hr.uga.edu/students)

There are many graduate degree programs offered at the University of Georgia. If you have questions, please feel free to contact us at [recsports@uga.edu](mailto:recsports@uga.edu).

*Updated 6/12/2019*