



YORK ST JOHN STUDENTS' UNION

JOB DESCRIPTION

Job title:	Graphic Designer
Department:	Operations & Business Development
Scope of duties:	<p>You'll work to an agreed brief and will develop appropriate creative ideas and concepts.</p> <p>The work demands creative flair, up-to-date knowledge of industry software and a professional approach to deadlines.</p>
Salary Scale:	£7.40 - £10 p/h
Responsible to:	Senior Marketing & Communications Co-ordinator
Supervisory Responsibility:	None

DETAILED DESCRIPTION OF DUTIES:

1. Main Duties

- Study design briefs and determine requirements
- Work with Students' Union staff to conceptualise visuals based on requirements
- Prepare rough drafts and present ideas
- Develop illustrations, logos and other designs using software or by hand
- Use the appropriate colours and layouts for each graphic
- Work with copywriters and Students' Union staff to produce final designs
- Test graphics across various media
- Amend designs after feedback
- Ensure final graphics and layouts are visually appealing and on-brand
- All staff are expected to follow all procedures outlined in the staff handbook
- To monitor and encourage appropriate standards of behaviour
- The post holder will display the highest standards of integrity and honesty at all times
- The post holder will observe high standards of punctuality. Ensure that the highest standards of professional performance are maintained
- Promote equal opportunities in the work of the Students' Union
- Ensure compliance with relevant legislation and statutory codes of practice
- Ensure all Students' Union policies are implemented within the remit of this post
- To fulfil other reasonable duties & work as directed by the Senior Marketing & Communications Co-ordinator