The LGBTQ Marketing student is responsible for the production of any print and electronic graphics. Print work involves internal, small event driven projects, such as posters, advertisements, publications, brochures, signage, invitations, printed materials, as well as aiding in the production and distribution of printed materials.

Requirements include:
- Full time, undergraduate, Purdue student
- Work Study Eligible
- Strong design and layout abilities
- Working knowledge of graphic software: e.g. Adobe Illustrator and Photoshop
- Basic working knowledge of HTML/Cascade
- Basic working knowledge of all Microsoft Office programs: e.g. Excel, Word, etc.
- Basic working knowledge of Social Media Platforms and Social Media Management Software
- Working knowledge of basic office duties
- Ability to take on multiple projects and deadlines
- Ability to work independently
- Creativity
- Be open to learning about other cultures, ethnicities, identities, and backgrounds

Responsibilities:

- Work 10 hours per week
- Work with Purdue Marketing and Media as directed by LGBTQ Staff
- Brainstorm new ways to advance design of print and web media
- Engage in Social Media for Marketing and Promoting the LGBTQ Center
- Attend and participate in LGBTQ Staff meetings
- Communicate with director on projects and/or need for deadline extensions on particular projects
- Maintain confidentiality
- Collaborate with LGBTQ Staff to identify targeted marketing needs
- Other duties as assigned

Additional information upon request

Please submit RESUME to Amy Whitlow at whitlowa@purdue.edu