



University of Central Florida

# Academic Advancement Programs

## Graphic Design – Student Assistant

(Fall 2022- Spring 2023)

UCF Academic Advancement Programs (AAP) prepares underrepresented, low-income and first-generation college students to pursue advanced degrees. AAP works in collaboration with faculty, staff, local, and national partners to provide a range of graduate school preparation programs and services. Students have the opportunity to participate in a variety of initiatives designed to increase their awareness and knowledge of the graduate school application process, graduate school funding, summer research programs, and fellowship opportunities.

The AAP Graphic Design Student Assistant(s) will help aid Academic Advancement Programs spread the word of Graduate School Preparation to the UCF general population.

### **Graphic Designer Responsibilities:**

- Develop, design, and coordinate graphic for print and web for CS events and team projects
- Coordinate and manage multiple design and media projects
- Collaborate, brainstorm, and work closely with the AAP staff on projects, stay updated on upcoming events, and participate in promotional campaigns.
- Perform additional support duties as assigned

### **Graphic Designer Qualifications:**

- Enrolled full time (12 undergraduate credit hours) at the University of Central Florida
- Proficiency in Illustrator, InDesign and Photoshop and have enough knowledge to feel comfortable using other programs, such as Premier Pro, After Effects and additional programs in Adobe Creative Suite.
- Create print design from conception to final completion in a fast-paced environment
- Knowledge of UCF marketing and branding guidelines
- Strong organizational skills, deadline-driven, and able to work well with others. Able to utilize creativity and innovation in creations.

**Additional Preferred Qualifications:** Familiarity with Academic Advancement Programs, students who have met with Pre-Grad Coach, attended AAP workshops or events, or participated in an AAP structured program. Demonstrate leadership, takes initiative, and a positive attitude.

**Hours:** Typical hours can range from 10 hours – 15 hours per week and will begin for the fall 2022 semester. Students may continue through the summer 2023 semester. Students interested in starting summer 2022 may communicate with AAP Coordinator, Raquel Toro.

**Apply:** Please submit a letter of interest, portfolio or samples of design work, and resume as an attachment to Raquel Toro at [raquel.toro@ucf.edu](mailto:raquel.toro@ucf.edu) by **Friday, March 25th at 5:00PM**, and send any questions about the position to Raquel Toro.

Please indicate if you are eligible for Federal Work Study or FWEP in your letter of interest.