



Position Title: Sustainability Graphic Design Student Assistant

Hours: 20 hours per week

Location: On-site at the Office of Sustainability on campus

Pay rate: \$17.50/hour

Job Description: The Graphic Design Student Assistant will have a unique opportunity to contribute to making CSULB more environmentally, economically, and socially responsible while helping to raise awareness about the exciting sustainability programs, policies, and initiatives that already exist here at the Beach! The intern will work under the supervision and mentorship of the Sustainability Manager to perform the following tasks:

- Assist with the creation of marketing materials to promote and highlight sustainability programs, projects, and achievements at CSULB (including flyers, brochures, presentations, infographics, content for website and social media, educational signage and reports)
- Assist with branding of CSULB Sustainability programs

Minimum Qualifications:

- Undergraduate or Graduate student from any major who has a strong interest in sustainability issues
- Skilled with Adobe Creative Suite (Illustrator, InDesign, Photoshop)
- Knowledge of file preparation for printed and digital materials (bleed, CMYK/RGB, PPI/DPI, outlined fonts)
- Strong computer proficiency and familiarity with other office equipment (i.e. printers, copiers, scanners, fax machines)
- Professional demeanor and positive attitude
- Strong organizational and time management skills
- Proficiency with MS Word, Excel, PowerPoint
- Minimum GPA of 2.5

Additional Qualifications (preferred but not required):

- Prior experience working with a sustainability related organization or group (including volunteer work)
- Prior involvement in campus clubs, organizations, committees and/or Associated Students, Inc.

How to apply: Submit a resume, one-page cover letter, and 3-5 samples of your graphic design work to sustainability@csulb.edu. The cover letter should highlight your strengths and your interest in the position and describe what you hope to gain from the experience. Please include your GPA and hours of availability in your cover letter.

Applications that do not include work samples will **NOT** be considered.

Interviews & Start Date:

Candidates will be interviewed in December with a January start date. Interviews will be conducted via Zoom.