

Work Study Job Description
University of Montana Western
710 S Atlantic St. Dillon MT 59725

Department: Communications

Department Head: Matt Raffety

Classification/Name of Position: Graphic Designer

Student's Supervisor: Matt Raffety

Office/Location: Roe House

Email Address: matt.raffety@umwestern.edu

Phone #: 406-683-7301

Qualifications for the position & the specific qualifications for the various levels/rates of pay associated with the position:

- Interest and background in art/design
- Position will entail becoming proficient in Adobe Creative Cloud programs (i.e. Photoshop, Illustrator, and InDesign)

Purpose/Role of the position:

- To assist Communications in the design, production and exportation of design elements for use in promotional materials for Montana Western Departments and entities
- To provide students enhanced skills in industry-standard design programs

Duties/Responsibilities of the position & how they relate to the purpose/goal:

- Utilize Adobe Creative Cloud programs (i.e. Photoshop, Illustrator, and InDesign) to design, produce, and export design elements for promotional materials for Montana Western Departments and entities
- Coordinate with supervisor to ensure project deadlines are met
- Assist with graphics for use on UMW website

The Financial Aid Office will submit evaluations to each department prior to the end of each semester.