



JOB DESCRIPTION

JOB TITLE:	STUDENT GRAPHIC DESIGNER
RESPONSIBLE TO:	Communications & Engagement Manager
SALARY:	£8.45 p/h (Living wage)
HOURS:	between 4 - 10 hrs per week (zero hour contract)
DATE OF WRITING:	2nd October 2017

PURPOSE OF ROLE

Aberystwyth Students' Union seeks a talented student designer to work on creative concepts in order to develop a range of materials (logos, posters, flyers, web designs, Facebook banners etc). Making use of software such as Adobe Photoshop, InDesign and Illustrator (or equivalent software), the role holder will assist both the Communications & Engagement department on designs for a wide range of campaigns and promotions.

This role is on a 0-hour contract, and it is expected that the successful post holder will work remotely on projects. Some in-office work may be required with agreed notice.

Applicants should be a current registered student at Aberystwyth University. The role holder will be required to produce designs also during the University holiday periods.

DUTIES AND RESPONSIBILITIES

- Working with the Communications & Engagement Manager to generate the Union's creative graphics (digital and print) for wide range of campaigns and initiatives.
- Ensuring consistency in formatting and design at all times
- Adhering the brand guidelines and the bilingualism policy at all times
- Ensuring clear communications and reliable turn-around times on all activities

Other Duties:

- To attend meetings, conferences and training events that may support the effective achievement of the above tasks, and which may promote AberSU's interests, locally, regionally and nationally.
- To positively promote and uphold the values and policies of AberSU.
- To be an advocate for AberSU and our work, locally, regionally and nationally as opportunities arise.
- To work within the terms of the governing documents of the Union, principally the Constitution.
- To contribute to Students' Union publications and informational materials.
- To uphold reasonable expectations regarding health and safety, data protection and other relevant regulations and legislation as appropriate.
- To assist in key Students' Union events throughout the year including Welcome Week & Elections
- Have a flexible approach to duties and work and, in particular, adopt a teamwork style with departments and activities across the Union. This may involve undertaking duties in support of the activities and services of other departments
- Environmental consideration and environmental best practice is the responsibility of all Students' Union staff
- To contribute to Union projects and participate in working groups
- To demonstrate Students' Union behaviours & standards in daily working life

CHANGES TO JOB DESCRIPTION

This job description may be subject to modification or amendment at any time following consultation with the post holder.

This job description is not intended to be an exhaustive list of tasks carried out by the post holder. It does, however, set out the main expectations of the Union in relation to the post holder's duties and responsibilities and the post holder may be expected to undertake alternative/additional work commensurate to the pay grade.

PERSON SPECIFICATION – STUDENT DESIGNER

CRITERIA	Requirement
Experienced user of Adobe InDesign/Photoshop/Illustrator (or equivalent software)	Essential
A strong portfolio demonstrating style and creativity	Essential
Passion for graphic design and creative thinking	Essential
Ability to work closely to a given design specification	Essential
Experience of working to tight deadlines across multiple projects	Essential
Ability to work independently and flexibly Attention to detail	Essential
Ability to take on board feedback and implement improvements	Essential
The ability to work effectively in a team	Essential
Ability to communicate through the medium of Welsh	Desirable
VALUES AND ETHICS	
Desire to work within a democratic student led environment and put students first	Essential
Understanding and commitment to equal opportunities	Essential
Desire to work within organisation servicing a culturally diverse membership	Essential
Committed, positive, outgoing and approachable with a 'can do' attitude	Essential
Demonstrably high standards of personal integrity	Essential