Graphic Designer - LGBT Resource Center

USC’s LGBT Resource Center is seeking a Graphic Designer for the 2020-2021 academic year. The Graphic Designer is responsible for creating all USC LGBTRC print and digital Center branding materials, event & program flyers, resource guides, and other advertising & marketing materials. This position plays a crucial role in upholding and bolstering the visual identity and brand messaging of the LGBTRC and connecting the USC campus community to our resources. The Graphic Designer works under the supervision of the LGBTRC Center Director to conceptualize graphic concepts, ensure graphics meets USC style guidelines, and to effectively uphold the LGBTRC’s brand.

Please note: All graphic design materials created through this position are considered property of the USC LGBT Resource Center. However, the Graphic Designer can use all materials they create in this position to build their portfolio unless otherwise specified.

LGBT Resource Center Mission

The LGBT Resource Center (LGBTRC; est. 2005) is a cultural center within the Student Equity & Inclusion Programs (SEIP) that provides support, education, advocacy, and connection to community for undergraduate and graduate students at the University of Southern California. The LGBTRC welcomes students from across the gender and sexual identity spectra. The LGBTRC is dedicated to providing support and programming for all the intersectionality of identities within the university’s diverse community.

Responsibilities of the Graphic Designer:
- Create LGBTRC branding materials
- Create advertisement materials in various formats including web graphics, event flyers, social media, and print signage
- Create publications including brochures, pamphlets, and resource guides
- Create visuals for various LGBTRC promo items
- Work to enhance and deliver messages from the LGBTRC and its staff to various constituencies in appealing and efficient manner
- Attend weekly student staff meetings and meet once a week with the Center Director
- Other duties as assigned

Minimum Position Requirements:
- Knowledge, sensitivity, and understanding of diverse LGBTQIA+ people in a global context
- Proficiency in design software including Adobe Photoshop, In-Design, Illustrator, and Acrobat
- At least one year of experience creating print and digital graphics, flyers, and/or other promotional materials
- Ability to adapt design style and sensibility to the specific job and characteristics of a particular advertisement
- Ability to work quickly and comfortably with deadlines
- Ability to communicate effectively and in a timely manner
- Ability to work and carry out projects without everyday direct supervision
- Must be a currently enrolled undergraduate or graduate student at USC
• Must be in good academic standing for the term prior to selection and during entire period of employment
• Must have a portfolio (either print or digital)

Preferred Position Requirements:
• Work-study funding preferred

Hours & Compensation:
The Graphic Design appointment runs from September — May, excluding academic holidays. The Graphic Designer must be available to work 10 hours per week, primarily during LGBTRC business hours (though occasional evening and weekend responsibilities may be required). This student worker position pays $15 per hour.

Applications:
To apply for the position, please visit: https://bit.ly/31kuu6L

Application deadline: Friday, September 4th

After submitting your application, email your resume, portfolio, and schedule of availability to Center Director of the LGBT Resource Center, Megan van der Toorn at mvandert@usc.edu. Please feel free to email Megan with any questions.