



# Marketing Outreach Design Consultant

## Specialization in Graphic Design

Job Description

### Position Description

As a MOD Consultant specializing in Graphic Design, you will use your skills to design marketing materials that affirm, uplift and advance the entire Highline community. MOD Consultants have the privilege to work with clients from ASHC Student Government, our student clubs, Inter-Cultural Center Peer Facilitators, Core team, and staff and faculty at Highline College, the most diverse college in Washington. You'll work in a fun and inclusion-oriented team, gain professional skills, and offer creative approaches to meet diverse needs. Your work will be displayed across campus promoting the Center for Leadership & Service, Center for Cultural & Inclusive Excellence, and various Highline College events, clubs and more!

### Duties and Responsibilities

#### Creative Designing - 50%

- Create inclusive and innovative designs for clients that honor and advance our diverse community and their intersecting identities and abilities
- Design print and digital materials such as posters, flyers, brochures, banners, social media posts and more
- Manage multiple projects, striving to balance creating an ideal product with meeting realistic goals, deadlines and aesthetic needs

#### Consultation - 15%

- Consult one-on-one with clients and provide professional client care
- Provide and accept constructive feedback from clients, supervisor and team members
- Communicate with clients during the entire design process from consultation to print, ensuring that clients are kept informed on the status of their project
- Negotiate deadlines and acceptable changes before producing final work
- Support clients with general marketing needs and understanding promotion processes

#### Time Management & Organization - 15%

- Manage multiple projects and timelines, individually and as a group using Trello
- Communicate with the Community Resource Consultant Team on client design pickup and other services
- Maintain and build legacy files of professional work
- Cultivate a creative, inclusive, organized, clean and vibrant MOD work station atmosphere
- Inventory and track equipment and supply and restock regularly

#### Core Team – 20%

- Plan and participate in Core staff projects and tasks.
- Attend all required training for professional development
- Actively participate in all CCIE and CLS programs
- Actively participate in CONNECT Program.
- Facilitate and engage in Core staff meetings (Mondays 4-5 p.m.)
- Recruit and actively engage prospective students into leadership opportunities and involvement with the Center for Cultural & Inclusive Excellence and Center for Leadership & Service.
- Maintain a welcoming, vibrant, and clean office environment that centers students' identities.
- Provide general office support when needed
- Facilitate MOD team meetings
- Provide feedback, ideas and assistance to team members on their projects

## What You Bring:

- Familiarity with Highline's campus
- A commitment to diversity and creating an inclusive environment at Highline College
- Willingness to learn and grow as a student leader working with a diverse team
- Ability to lead and support others effectively
- A self-starter who demonstrates initiative and ability to be self-directed
- Enjoy working in an energetic, collaborative and fun environment
- Passion for growing as a graphic designer and proficient skills in design software (Photoshop, InDesign, Illustrator)
- An ability to listen to your clients and team with care and ask questions to understand the problem to be solved

## Work Expectations:

- Student must be registered for at least 6 credits and maintain a minimum of 2.5 cumulative GPA each quarter.
- Student will participate in a quarterly reflective evaluation to help identify leadership strengths and challenges during the duration of the position.
- Student can expect to work 15 hours per week. This position pays minimum wage.
- Student should be enrolled in the Visual Communications program at Highline (*some exceptions may apply*).