

CAMPUS REC

Graphic Designer

5-10 Hours/Week • \$16.96/Hour

1 Positions Available – Start Date: September 2026

We accept Federal Work Study Applicants, but not required
Employment contingent on passing PSU's sophomore portfolio review

Campus Rec provides an inclusive environment where recreation and wellness opportunities inspire, empower and educate people to be positive contributors to the global community. We strive to create a healthy, happy and engaged Portland State community.

Supervisor for this Position: Carolina Starrett, Marketing & Engagement Coordinator, carstar@pdx.edu

Duties and Responsibilities

- Create graphic design assets for Campus Rec's social media platforms.
- Must be proficient with current design software (Adobe Creative Suite, specifically Adobe Creative Cloud, Illustrator, Photoshop and InDesign)
- Understand basic design concepts: layout, type, color, balance, form, value, shape, and line
- Assist the Marketing & Engagement Coordinator in completing promotional materials, collateral, and signage
- Develop and design print and web materials for various events and programs
- Research and make appropriate design decisions
- Utilize typography, layout and illustration skills to create original design materials
- Use photographs thoughtfully and appropriately in design concepts
- Practice proper file management/formatting and maintain a high standard for organization
- Contribute and assist in overall marketing efforts
- Attend Marketing Team meetings
- Communicate regular progress updates to supervisor via email and project management software
- Maintain email account with a 24-hour response during the work week to work-related emails
- Attend all-staff meetings and trainings when necessary

Expectations

- Commitment to [Campus Rec's Mission and Values](#) and [Commitment to Equity](#)

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- Function and communicate effectively and respectfully within the context of varying beliefs, behaviors, orientations, identities, body sizes, abilities, and cultural backgrounds
- Maintain PSU brand standards and best practices of accessibility
- Work efficiently and finish projects under assigned time constraints and deadlines
- Conceptualize design campaigns
- Keep open channels of communication with supervisor, coworkers, and staff
- Demonstrate an invested interest in expanding all forms of design
- Hold and adhere to regularly scheduled office hours
- Work with a largely diverse group and multiple program areas
- Demonstrate the ability to be adaptable, flexible and willing to receive feedback

Working Conditions

- **Typical Working Hours:** The Graphic Designer works from the Campus Rec administrative office, which is typically open from 8AM – 5PM Monday through Friday. Office hours will be constructed by term, with the input and preference of all members of the Marketing Team and department needs. Office hours will be decided at the end of each term for the following term. Work may be completed remotely from outside the office as long as scheduled in-office hours are met.
- **Location of Work:** Office environment in Campus Rec located at 1800 SW Sixth Avenue Portland, OR 97201
- **Type of Work:** Flexible options for some remote work to be completed outside the office

Minimum Qualifications

- Be in good academic standing: (Minimum enrollment of 6 PSU credits for undergraduates, 5 PSU credits for graduates and minimum 2.0 grade point average undergrad and 3.0 graduate)
- American Red Cross First Aid/CPR/AED certification within 30 days of hire for any employee who works within the Rec Center gated entrance and/or supervises activity areas or excursions. These certifications can be provided at no cost to you through Campus Rec.
- **Must successfully complete a background check**

Preferred Qualifications

- **Successful completion of [sophomore portfolio review](#) in PSU's Graphic Design program. Please submit proof of successful completion of sophomore portfolio review with your application materials.**
- Proficiency with current design software (Adobe Creative Cloud)
- Proficiency with typography and layout
- Good communication skills
- Ability to work with people

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- Functions and communicates effectively and respectfully within the context of varying beliefs, behaviors, orientations, identities and cultural backgrounds
- Strong typographic, layout and illustration skills
- Framing your design with your own original style
- Ability to complete projects quickly (when necessary)
- Be able to apply your knowledge of design in an efficient manner

Application Instructions

1. Complete our Campus Rec [Job Application](#), a **resume**, and a **one-page cover letter** describing your interest in the position and any related experience.
 - Visit the University Career Center's [Writing a Cover Letter webpage](#) for tips on how to write your cover letter
 - Visit the University Career Center's [Writing a Resume webpage](#) for tips on how to create a resume.
2. Email **application, resume, and cover letter** (and any supplemental materials) as **PDFs** to the [Campus Rec Jobs email](#) at crcjobs@pdx.edu with the subject line stating "Position Name, Last Name."
3. You will receive a confirmation email that we have received your application within one week.

If you need accommodations in filling out this application, please contact the Campus Rec Administrative Program Assistant by phone at 503-725-2946 or [email Chiki Kwong](mailto:ckwong@pdx.edu) at ckwong@pdx.edu.

Performance reviews and evaluations are given 6 months for student employees. The process includes both a 30-minute review and written evaluation. Reviews are used as a professional development tool, to determine raises, to provide information for references, and can help determine corrective action regarding performance. Performance evaluations are one of the processes of supervision, and are not intended to replace feedback received during ongoing conversations or the disciplinary process.

Portland State University is an Affirmative Action, Equal Opportunity Institution and welcomes applications from diverse candidates and candidates who support diversity.

Deadline for Submission: Wednesday, May 13th, 2026 at 5pm