



Education Abroad
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www.umd.edu/studyabroad

Job Announcement

Education Abroad – Design & Marketing Assistant

Education Abroad seeks a creative and self-motivated Design and Marketing Assistant to help with the creation and updates of all printed and online promotional material. The Design & Marketing Assistant must demonstrate strong graphic design and writing skills. Familiarity with the Adobe Creative suite and experience using In Design and Illustrator a must.

This position is for the spring 2019 semester and may be extended through the summer. The start date is flexible with a preferred start in early January.

Position Responsibilities:

- Update design files for program brochures and marketing materials
- Create new design templates for EA promotional materials
- Assist with drafting and edit content for EA promotional materials
- Help to manage images/photo database
- Design new marketing materials as needed
- Assist with outreach activities such as chalking, posting flyers on campus, etc.
- Assist with the design and maintenance of Education Abroad bulletin boards
- Assist Education Abroad staff with program-specific outreach
- Other duties as assigned.

Qualifications:

- Attention to detail, ability to multitask and manage projects to completion
- Strong graphic design skills
- Familiarity with the Adobe Creative Suite and experience using Design and Illustrator a must
- Proven record of dependability, punctuality and ability to work independently
- Familiar with writing and editing content
- Must be a responsible self-starter with a friendly attitude and professional demeanor
- Strong interpersonal and written communication skills.
- Good academic standing and maintenance of a minimum 2.5 GPA.

Hours:

8-10 hours per week;

Salary:

\$10.00 an hour

To Apply:

Please send a cover letter, resume and design work samples to Lauren Ruszczuk: lrus@umd.edu.