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 2016 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 Ruszczyk: lrus@umd.edu.