

Graphics Editor

Editors assist with all sections, so it is important to always know exactly what every section needs every day. Editors must be efficient in Adobe applications such as Photoshop and Illustrator, and must be able to meet deadlines on a tight schedule. Editors are also expected to take a role in the creation of special issues. Editors should have excellent communication skills and be able to collaborate with all sections.

Note that editors proficient in coding and web design may have different job expectations to better fit their skills and abilities.

Full-time editors will be required to be in the office four to five days a week (9:30 a.m. to 5:30 p.m.) when they are not in class, and be available to work from home if necessary. Part-time editors will be required to be in the office three days a week.

Responsibilities:

- Advanced knowledge of Adobe Creative Suite, specifically InDesign, Illustrator and Photoshop
- HTML, CSS, Javascript knowledge is an asset
- Ability to work quickly to meet tight deadlines
- Ability to manage and train volunteers
- Use social media actively to engage with our audience

Application Requirements:

- Please provide five graphics samples that showcase your technical and aesthetic skills
- Feel free to include a link to your online portfolio if applicable
- Provide a resume with applicable work and volunteer experience