Graphic Designer/ Web Master (student position)

The Anderson Language & Technology Center at CU Boulder is looking for a graphic designer/web master. This is a student position starting at $14.00/hour (12-15 hours a week). Start date is April 1st. This is a year-round position (including summers).

About ALTEC:

The Anderson Language & Technology (ALTEC) is part of the University of Colorado Boulder. ALTEC’s mission is to broaden and deepen the study of languages and cultures by:
- Developing, curating, and promoting access to a state-of-the-art, multilingual resource collection,
- Preparing current and future educators to incorporate educational technologies into their pedagogy,
- Advocating for language study on campus, in our community, region, and beyond,
- Offering non-credit language classes to faculty, staff, and graduate students,
- Collaborating with departments in order to bring more students to higher levels of language study in more languages at a faster rate,
- Facilitating the study of any language, whether or not it is offered on campus, in order to promote higher functionality in an international context at the for-profit, non-profit, and academic levels.

Job duties:

Graphic design:
- Design fliers for the Center’s various events (classes, guest speaker talks, workshops, etc.)
- Design and order promotional and informational materials for the Center (tee shirts, pens, coffee mugs, retractable banners, brochures, etc.)
- Design icons and illustrations for the fltmag.com

Web design:
- Maintain a fully ADA compliant wordpress site (run updates, backups)
- Install plugins as necessary
- Upload articles and graphics to WordPress site

Other:
- Work closely with PR rep to coordinate social media campaigns
Qualifications:

- Adobe Photoshop, Illustrator, inDesign
- Print and web production
- Strong Wordpres experience
- Knowledge of ADA compliance and Universal Design principles
- Familiarity with SEO best practices
- Knowledge of CSS
- Strong communication skills
- Punctual, reliable and able to work with minimal direction

Preferred Qualifications:

- Bilingual or has studied abroad
- Currently in Web/graphic design program at CU

This position will start 5 hours a week until May 1st and go up to 15 hours a week starting May 1st. This is a year long position, including summers.

Please submit your portfolio and resume to Edwige.Simon@Colorado.edu with a short email describing why you’re interested in this position.