

# California State University, Fresno Foundation

## PROJECT ASSISTANT (DESIGNER) – CENTRAL VALLEY WOMEN’S ENTREPRENEUR CENTER JOB ANNOUNCEMENT #24-617

<b>POSITION SUMMARY:</b>	<p><b>Part-time, non-benefited position with the Central Valley Women’s Entrepreneur Center under the California State University, Fresno Foundation.</b> We are seeking a dynamic and creative Project Assistant with a design background to join our team, focusing on providing comprehensive design support to small business owners in the Central Valley of California. As a Project Assistant (Designer), you will play a pivotal role in assisting local entrepreneurs with various design needs, including but not limited to logos, marketing collateral, and general visual assets. If you are a creative individual with a passion for design and a desire to make a positive impact on the local business landscape, we invite you to apply and be a key player in our mission to empower Central Valley businesses through thoughtful and compelling design solutions.</p>
<b>ESSENTIAL JOB FUNCTIONS:</b>	<p>This position will:</p> <ul style="list-style-type: none"> <li>• Collaborate closely with small business owners in the Central Valley to understand their design requirements, ensuring alignment with their brand identity and objectives.</li> <li>• Assist in the creation and refinement of impactful logos that effectively communicate the essence of each business.</li> <li>• Provide general design support for marketing materials, such as business cards, brochures, and social media graphics, maintaining a consistent visual identity.</li> <li>• Iterate on design concepts based on feedback from clients and team members, ensuring client satisfaction and project success.</li> <li>• Stay updated on design trends and industry best practices to bring fresh and innovative ideas to the projects.</li> <li>• Manage multiple design projects simultaneously, prioritizing tasks and meeting deadlines effectively.</li> <li>• Eventually support in executing events, leveraging your design expertise to enhance event visuals.</li> <li>• Other duties as assigned.</li> </ul>
<b>QUALIFICATIONS &amp; EXPERIENCE:</b>	<p><i>To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.</i></p> <ul style="list-style-type: none"> <li>• Proven experience in graphic design or a related field, with a portfolio showcasing diverse design projects.</li> <li>• Proficiency in design software such as Adobe Illustrator, Photoshop, and/or InDesign.</li> <li>• Excellent communication and interpersonal skills to collaborate effectively with small business owners and internal team members.</li> <li>• Strong understanding of design principles, branding, and visual storytelling.</li> <li>• Creativity, originality, and a passion for creating visually appealing and memorable designs.</li> <li>• Ability to adapt to evolving design trends and industry standards.</li> <li>• Desirable but not mandatory: Proficiency in both English and Spanish, facilitating effective communication with a bilingual client base.</li> </ul>
<b>COMPENSATION:</b>	\$16.15 per hour.
<b>DEADLINE:</b>	Application review begins immediately. Position will remain open until filled.
<b>TO APPLY:</b>	<p>Please visit the <b>Auxiliary Human Resources</b> page at <a href="https://auxiliary.fresnostate.edu/association/hr/employment-opportunities.html">https://auxiliary.fresnostate.edu/association/hr/employment-opportunities.html</a> for job announcement and application.</p> <p>E-mail completed application &amp; resume to: <a href="mailto:HRAUX@LISTSERV.csufresno.edu">HRAUX@LISTSERV.csufresno.edu</a></p>

## RESUMES WILL NOT BE ACCEPTED WITHOUT A COMPLETED APPLICATION

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Employment for this position is by the California State University, Fresno Foundation. This is not a State of California position.*

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