



Asian American Resource and Cultural Center

Student Graphic Aide

The Student Graphic Aide will assist in creating publicity for AARCC events including Asian American Awareness Month, editing and designing the Asian American Student Resource Book, and designing the AARCC brochure.

We are seeking a creative student with graphic design skills who can work independently. This position will start July 1, 2016 and continue on for the 2016 - 2017 academic year (August 2016 - May 2017). You will need to be an undergraduate student maintaining at least six credit hours in Fall 2016.

Under the supervision of the director, the Student Graphic Aide performs the following:

Design outreach brochures and marketing materials.

Lead in the design and editing of the Asian American Resource Book.

Assist in the maintenance of AARCC website content.

Assist in the creation of listserv newsletters.

Provide customer service and respond to general inquiries via phone and e-mail.

Perform other general office support tasks.

Assist with the coordination of special events.

Starting Salary:

\$8.77/hour

We expect these positions to require approximately 10-20 hours per week. These positions start at \$8.77/hour and are open to work-study (preferred – revise your FAFSA or contact Financial Aid to request work-study) and non-work-study students.

To apply, email resume and cover letter to Dr. Mark Martell at MMARTELL@uic.edu by 5pm on Friday, May 27, 2016. For more information, contact AARCC at [312-413-9569](tel:312-413-9569).