



Graphic Design Program Student Assistant

REPORTS TO

Phyllis Eagle, Associate Professional Specialist

Graphic Design Chair

DEPARTMENT

Graphic Design

EFFECTIVE DATE:

August 4, 2020

JOB SUMMARY

To assist the graphic design chair in a variety of duties in the department and to greet guests in a professional, and welcoming manner. To maintain confidential information of grades and student information within the design department. Must be flexible in helping to maintain four classrooms in supplies, maintenance and set up for coursework needs.

RESPONSIBILITIES

Essential Functions:

- Ability to move equipment under 30lbs, run errands, greet guests warmly, organize materials and stock classroom supplies, help receive materials, supervise student tests, occasionally grade tests, maintain keys to office and open classrooms when needed, clean office area and sometimes the classrooms for special events, and most importantly, to be flexible as opportunities for events and shows occur and to assist with the set up. Ability to work under pressure and meet deadlines.
- Ability to maintain positive interpersonal relationships.
- Ability to work independently.
- Ability to operate office equipment.
- Ability to provide quality customer service.
- Additional duties as assigned.

Required Qualifications:

- Graphic Design major preferred, but will consider skills of other majors
- Possess strong verbal and written communication skills.
- Ability to prioritize multiple demands in fast pace work environment.
- Typing and spelling competency.
- Experience with Adobe Creative Suite software applications and other business software such as Microsoft Word, Google, email apps, etc.

**Supervision Received:**

- Receives supervision and work assignments from a designated supervisor, although other staff members in the unit may provide work direction.

Updated: April 15, 2019

**SOUTHERN NAZARENE UNIVERSITY
DIVERSITY STATEMENT**

Southern Nazarene University values each person created in the image of God, therefore, we also desire to be a community that reflects representation of diversity. We care about inclusion and equity through the refining of our character, the way we create culture and the way we serve Christ. Our University values reconciliation through God's love.

**SOUTHERN NAZARENE UNIVERSITY
NON-DISCRIMINATION/EQUAL EMPLOYMENT OPPORTUNITY STATEMENT**

Non-Discrimination/Equal Employment Opportunity Statement: Southern Nazarene University policy prohibits discrimination on the basis of race, sex, age, color, creed, national or ethnic origin, marital status, disability, genetic information, veterans status or any other legally protected class in the recruitment and admission of students, in all personnel actions or decisions including, but not necessarily limited to, recruitment, hiring, training, upgrading, promotion, demotion, termination and salary, and in the operation of all university programs, activities, and services. Any concerns regarding discrimination on the basis of categories listed above should be addressed to the appropriate person:

Employees contact:

Gail Collier

Director of Human Resources

Southern Nazarene University

6729 NW 39th Expressway

Bresee Hall, Room 306

Bethany, OK 73008

405-491-6333/ Email: gcollier@snu.edu

Dr. Lena Crouso

Vice-President for Intercultural Learning and Engagement, Chief Diversity Officer

Southern Nazarene University

6727 NW 39th Expressway

Bresee Suite 200

Bethany, OK 73008

405-491-6600/ Email: lcrouso@mail.snu.edu

Anyone with questions or concerns regarding sex discrimination or the university's compliance with Title IX can contact the university's Title IX Coordinator:



Student Contact:

Marian Redwine
Associate Vice President of Student Life
Southern Nazarene University
6729 NW Expressway
Webster Commons, Lower Level
Bethany, OK 73008
[405-491-6336](tel:405-491-6336)/ Email: maredwine@snu.edu

Employee Contact:

Gail Collier
Director of Human Resources
Southern Nazarene University
6729 NW 39th Expressway
Bresee Hall, Room 306
Bethany, OK 73008
[405-491-6333](tel:405-491-6333)/ Email: gcollier@snu.edu

TITLE IX DISCLOSURE

Under Title IX of the Education Amendments of 1972, Southern Nazarene University prohibits all unlawful discrimination on the basis of sex or gender in its educational programs and activities, except where the University has been granted exemptions from certain Title IX regulations on religious grounds, including the specific religious tenet of the University.

No individual will be subject to any form of retaliation, discipline, or other adverse action for reporting conduct in violation of the university's nondiscrimination/Equal Employment Opportunity Statement, assisting/cooperating in making a complaint, or assisting with the investigation of a complaint. Any individual who believes they have experienced or witnessed retaliation should immediately notify the appropriate member(s) of the administration as identified above. Those found to be engaging in any type of discrimination in violation of law or university policy will be subject to disciplinary action, including dismissal or termination of employment.

*Christian faith and employment at Southern Nazarene University: Southern Nazarene University is an expression of the Church of the Nazarene. It reserves the right to prefer employees on the basis of religion (Title VII, Section 702-703, U.S. Civil Rights Act of 1964).