

University of Iowa Honors Program • Student Staff – Assistant Honors Publications Designer

University of Iowa Honors Program • Part-time Position • Must be in Honors

The University of Iowa Honors Program invites interested students to apply for the position of Honors Publications Designer. This position consists of a flexible schedule with weekly supervision for preparing, designing and editing Honors publications, including but not limited to the Honors Newsletter. An estimated 2-5 hours per week.

This paid position is considered training to take over the publication design after the current design editor, Bailey Zaputil. Following a successful term as Assistant Honors Publication Designer, the student will be promoted to the head Honors Publication Designer.

This part-time student staff member will work with and report to the Honors Advising Director, Holly Blosser Yoder.

The successful applicant will be a highly motivated, self-directed, and responsible full-time undergraduate student interested in promoting Honors and communicating to the various constituents of the UIHP.

This student staff member works under the supervision of the Advising Director on the following tasks:

- Assisting the Honors Publication Designer in planning and implementing design for the Honors Newsletter that goes to about 12,000 alumni as well as honors students, staff and faculty on campus.
- Generating ideas for publication design with the Honors Advising Director, student Honors Publications Editor and/or professional staff.
- Meeting weekly, or when necessary, with the Honors Advising Director about ideas, progress and deadlines for publication.
- Performing other duties as assigned.

Necessary Skills & Experience:

- Able to take direction, initiate action, and work in cooperation with the Advising Director.
- Possess strong planning and organizational skills.
- Successfully interact with student co-workers and Honors professional staff.
- Excellent newsletter and graphic arts layout skills.
- Skilled in the use of software applications useful for online publication such as Adobe InDesign, Photoshop, and Illustrator.

Desired Skills

- Able to manage and share files using Google Drive.

- Knowledgeable of University of Iowa Honors Program opportunities.
- Able to take publication quality photographs.

Competencies to be acquired (What the candidate can expect to gain on the job):

- Experience in management of the relationships and tasks involved in a successful enterprise.
- Increased knowledge of the University and the UIHP in particular.
- Enhancement of leadership, communication and organization skills.

Interested applicants are invited to submit a letter of interest and a current resume to Honors Advising Director Holly Blosser Yoder. A strong letter of interest will typically communicate why you are interested in applying for an opportunity, a brief description of the skills, knowledge, and experience you will bring to the position, and what you hope to learn from the work.

Contact the Advising Director by phone at (319) 335-1932 with any questions. If communicating by email (holly-yoder@uiowa.edu), please include a number where you can be reached.

Prospective candidates will be contacted by the Advising Director to arrange an interview time. All applicants will be notified of their status once the position is filled.

Work Description

Working as the Honors Publication Designer has given me great opportunities to sharpen my skills, expand my network and build my resume. Generally, I work on a variety of projects, primarily designing and implementing the Honors Newsletter. I also work on promotional materials such as brochures, flyers, PowerPoints and digital posters for various programs of the Honors program.

The hours are flexible but vary on the amount of work due. When designing and implementing the newsletter, the hours are generally 10-15 hours a week. This includes coming into the Honors Center to meet with the advising director and the student editor, Claire.

The rest of the semester hours depends on what additional projects need to be done. Meetings occur usually once every 2-3 weeks depending, again, on the amount of work due. E-mail is the primary communication tool, so make sure to have Hawkmall on your phone to keep up with rapidly developing projects.

Most of the work is done on your own time and schedule. You can work at home as long as you have the proper software, and if you do not, the University provides it on the school Macs. Just be sure to communicate where you are in the process to the right people.

This is a great position to develop your designing and writing skills, develop relationships with different people, follow branding guidelines and practice working on deadlines. It's a lot of fun, and the work you do actually matters on campus. This will help buff your resume up for any creative job you apply for in the future.

(This description provided by Bailey Zaputil, Publications Designer from 2015-2017)