

Job Title: Publicity Coordinator/Graphic Designer
Employer: WesWELL, Office of Health Education
Address: Davison Health Center, 327 High Street (2nd floor)

Position Description

Publicity Coordinator/Graphic Designer will work closely with the Director of Health Education and student Peer Health Advocates (PHAs) to create and disseminate all publicity for WesWELL's health education events and services (and for Health Services, to a limited extent), and market the office and the PHAs as campus resources. This position begins in September 2008.

Duties & Responsibilities

Tasks include, but are not limited to:

- a. Develop a consistent graphical look for all publicity and WesWELL publications that represents our efforts and services in a positive manner
- b. Coordinate all publicity efforts and maintain ongoing communication with the Director and PHAs, to include participation in a weekly staff meeting
- c. Develop and implement appropriate timelines for the dissemination of publicity, including working with PHAs to post fliers, banners, etc.

Qualifications & Skills

Art and/or graphic design experience is necessary. Experience with PhotoShop, PowerPoint, and FrontPage (or similar) a plus. An interest in health communications and/or issues is helpful, but not required.

The ideal candidate will be knowledgeable of the many forms of electronic and print media that appeal to Wesleyan students and strive to meet the varying needs of a diverse campus community appropriately. This person will be creative, organized, self-motivated, responsible, and able to work both collaboratively and independently.

Application Procedure

All candidates are required to fill out an application, which can be found here: www.wesleyan.edu/weswell/hiring/student_positions.html. Completed applications should be emailed to Lisa Currie at lcurrie@wesleyan.edu.

Candidates who meet the qualifications for the position will be scheduled for an interview during the first week of classes in September 2008. Interviewees will be expected to prepare a three minute presentation on a publicity plan for a WesWELL event. Specific guidelines for this presentation will be provided if you are selected for an interview.

Department Hours:	9:00 a.m. - 5:00 p.m.
Hours per Week:	5 – 10 hours per week; hours are flexible outside department hours and may vary through the semester.
Hourly Rate:	\$7.65/hour and up (Work-study eligibility preferred, but not required)
Contact:	Lisa Currie, Director of Health Education
E-mail for Interview:	lcurrie@wesleyan.edu
Phone Number:	860.685.2466
Supervisor:	Lisa Currie, Director of Health Education