

# PSD DESIGNER

**Job Title:** Designer

**Reports to:** Executive Director



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## Job Purpose:

Penn Student Design is a student-run graphic and web design agency operated by Penn Student Agencies. PSD offers a full suite of high quality creative services at affordable rates for clients, while providing unique professional experiences for talented student designers. PSD Designers are the core of PSD, using their creativity and design skills to help bring our clients' visions to life. Designers can expect to be staffed to a wide variety of project work based on their existing skill set and professional goals, including: developing brand identities, building CMS websites, creating graphics for social media and print, and designing packaging for physical goods.

## Expectations:

- Consistently provide quality design and creative work that meets client needs in a timely manner.
- Build strong client relationships through excellent customer service and proactive communication.
- Have availability and flexibility to work on multiple design projects throughout the academic year.
  - Note: Projects will be assigned by PSD leadership based on availability and will vary in scope depending on client needs and expectations. Because of this, Designers may have 20 hours of work some weeks, and no work on other weeks.
- Available for other duties as assigned.

## Attendance Requirements:

- Attend all client meetings (in person, calls, interviews etc.) on time.
- Attend all agency-wide meetings (30-60 minutes each)
- Attend a minimum 50% of PSA Semesterly GBM's (at least 2 GBMs per semester)

## Required Experience:

- Fluency in the Adobe Creative Suite (Photoshop, Illustrator, InDesign)
- Strong in-person and virtual communication skills
- Must be enrolled at the University of Pennsylvania (undergraduate and graduate students are welcome)

## Additional Preferences:

- Prior design experience in one or more of:
  - graphic (brand, ad/social media, print, packaging)
  - web (Wordpress, Squarespace, Webflow, HTML/CSS/JS)
  - product (Figma, Sketch, Adobe XD)
- Previous experience designing for clients or working in a client/customer facing environment

## Acquired Skills:

- **Professional Design Work:** Designers will work on real world projects that they can leverage as experiences on their professional journey through interviews, portfolios, etc.
- **Client Relations Management:** Designers will work directly with clients, learning how to effectively communicate and build long term relationships they can carry with them throughout their career.
- **Agency Experience:** Designers will have first hand exposure to the operations and processes within a creative agency, with opportunities available to provide input into agency-wide strategic decisions.
- And many more!!

**Wage:** Sliding scale based on project, starting at \$10.00 per hour

**Hours:** Depends on agency and project needs (5 - 10 hrs/week for graphic, 10 - 20 hrs/week for web)