

Grad Assistant Position: Designer and Content Manager

Office: Riley Institute

Description: The Riley Institute's Designer and Content Manager will primarily focus on developing design templates aligned with brand standards. Specifically, the Institute seeks templates for academic reports, associated case studies, policy briefs, other derivative materials and an annual impact report. If time allows, the role will also support refreshing and updating existing materials to align with these newly developed designs.

Qualifications:

- Must be highly proficient in Adobe InDesign and Canva.
- Must demonstrate an understanding of brand identity and a customer service mindset.
- Must be able to quickly distill information from assorted sources, including internal staff emails, articles, blogs and event descriptions, into social media captions and designs.

20 hours per week, \$20/hour