September 13, 2019

Graphic and Instructional Design, UAS 1644
Chin Family Institute for Nursing

Salary Range: $24.00/hourly

Work Schedule: This is an on-call position; Monday – Friday (hours to be determined); non-exempt position. This position is not eligible for benefits. This is a temporary appointment expiring on or before September 30, 2021 with the possibility of renewal, contingent upon availability of funds.

Essential Functions:
Graphic Design:
• Design and develop programs, brochures, flyers, and other graphic media for both print and digital distribution.
• Design professional posters incorporating information developed by the Chin Family Institute for Nursing for presentation at conferences.
• Design and prepare presentations to be presented at conferences using various media.
• Other projects as assigned.

Instructional Design:
Along with the Chin Family Nursing Executive Director and staff:
• Work with subject matter experts/instructors to: Identify target audience's training needs; Develop materials for courses; Develop courses/programs that reflect an understanding of the diversity of learners and groups of learners.
• Create instructional guides and training manuals.
• Design a variety of instructional courses/materials for traditional instructor-led courses, online programs, web-based learning aids or products, and other programs as needed, including: Developing objectives; Evaluating and redesigning courses; Converting face-to-face courses to hybrid or online; Analyzing courses to ensure they meet or exceed institutional standards.

Requirements: The incumbent must have a Bachelor’s Degree and Master’s Degree in Graphic, Instructional Design or similar field of study. Portfolio of work to be reviewed by the Executive Director of the Chin Family Institute for Nursing. Fingerprinting will be taken and checked by the California Department of Justice and the FBI. The incumbent may be responsible for the fingerprinting processing fee. Incumbent must demonstrate an interest or ability in working in a multicultural/multiethnic environment. A completed UAS employment application is required.

Review of applications/resumes will begin September 16, 2019 and will continue until the position is filled; however, the position may close when an adequate number of qualified applications are received. You may apply to: uashr@cslanet.calstatela.edu or mail to: Cal State LA University Auxiliary Services Inc., 5151 State University Drive, GE 310, Los Angeles, CA 90032-8534.

UAS hires only those individuals lawfully authorized to work in the United States. Americans with Disabilities (ADA) requested accommodations should be made in advance to the UAS Human Resources Department.

Cal State LA University Auxiliary Services, Inc. is an Equal Opportunity/Affirmative Action employer. All qualified applicants will receive consideration for employment without regard to race, color, religion, sex including sexual
orientation and gender identity, national origin, disability, protected Veteran Status, or any other characteristic protected by applicable federal, state, or local law.

http://www.calstatela.edu/sites/default/files/groups/University%20Auxiliary%20Services%2C%20Inc./HRM/employment_application.pdf