



## **JOB DESCRIPTION**

**TITLE:** Graphic Design Assistant

**EFFECTIVE DATE:** July 28, 2023

**DEPARTMENT:** Education – Digital Arts

**FLSA STATUS:** Part-time, Non-Exempt

**REPORTS TO:** Graphic Design Manager

**SUPERVISES:** None

### **I. JOB SUMMARY**

Under the direction of the Graphic Design Manager, this position supports classroom activities and lesson plans. The Graphic Design Assistant requires a genuine interest in working with children, ability to cooperate with the teaching team, personable, and is flexible to adjust with changing needs in the classroom whether in person and online classroom settings. This position is familiar with coding, drawing, robotics, animation, graphic design, and photography and can communicate to students the art and design concepts utilizing fun and engaging methods.

### **II. MAJOR DUTIES AND RESPONSIBILITIES**

#### **A. Curriculum implementation and teaching:**

- Recommend to the Graphic Design Manager curriculum designs to help develop new learning activities geared for program participants.
- Follow lesson plans using available technology.
- Assess various areas of interest and adjust teaching methods according to learning styles.

#### **B. Administrative Tasks**

- Attend regularly scheduled meetings and/or briefings with staff, volunteers, and interns to assess the classes, implementation of curriculum to improve quality of service.
- Work alongside the Graphic Design Manager to prepare reports, as needed.
- Install computer and iPad updates, as needed, and directed.

#### **C. Equipment and Supplies**

- Ensure that equipment and devices are in good working condition.
- Notify the Graphic Design Manager when equipment and devices are lost, stolen, or in need of repair.
- Submit requests when printing, teaching, and administration supplies are running low.

D. Mandated Reporter

- The law mandates that professionals and personnel of any public or private agency or institution, or other individuals providing social services and financial assistance are **required** to report suspected child and/or vulnerable adult abuse or neglect. As a Palama Settlement employee, you must report any suspected cases of abuse or neglect to your supervisor.

E. Other Duties

- Assists Graphic Design manager with graphic design elements used for promotional collateral.
- Other duties as assigned.

III. **WORKING CONDITIONS**

- Indoors, air-conditioned rooms. From time to time, may need to be out in the sun for outdoor activities.
- May need to lift computer devices, books, or supplies.
- May need movement from building to building, using staircases.
- From time to time, may need to be out in the sun for outdoor activities.

IV. **QUALIFICATIONS**

- Ability to work with populations of diverse cultures, economically disadvantaged, at-risk youth, with varying needs.
- Genuinely interested in working with children and able to keep their cool in stressful situations.
- Has a working knowledge of equipment used for graphic arts and design.
- Ability to multitask in a fast-paced environment.
- Has artistic and creative skills – photography, drawing etc.
- Multiple or cross discipline skills are a plus.

V. **ADDITIONAL REQUIREMENTS**

- Current CPR/First Aid Certification (ability to obtain certification within 6 months of hire date)
- Criminal background clearance
  - i. Hawaii Criminal Justice Data Center
  - ii. National Sex Offender Public Registry
  - iii. National Criminal History Database