Job Title	Graphic Design Tutor
PVN ID	KB-2203-004660
Category	Instruction and Social Service
Location	KINGSBOROUGH C. C.
Department	Academic Affairs
Status	Part Time
Hourly Rate	$35.00-$35.00
Hour(s) a Week	12.00-19.00
Closing Date	Aug 29, 2022 (Or Until Filled)

General Description

The Graphic Design Tutor will assist Graphic Design majors at Kingsborough consists of one-on-one training for students to develop their portfolios for transfer to another school, employment, or freelance work. The training also includes creating an on-line presence on sites such as Behance. Additionally, students can learn how to create a professional website to promote their work.

Working between 12 and 19 hours per work each semesters, as assigned, the Graphic Design Tutor assists students with all aspects of design and technical issues, including the following:

- Meet with faculty and staff regularly to discuss student course performance and strategies for student portfolio development.
- Develop lists of at-risk and soon-to-graduate students to target for recruitment into the ePortfolio program and coordinate this recruitment with faculty.
- Student outreach, particularly targeting female and disabled students, to encourage participation in program. Outreach strategies would involve consultations with professors about students who would most benefit from the program, followed up with individual invitations.
- Manage and maintain a database of student work
- Reinforce design and illustration course content skills, providing the opportunity for further skill practice and development.
- Maintain a daily log recording student progress.
- Promote program through advertising, via flyers and in-class presentations.

Other Duties

Other duties as assigned.

Qualifications

- College coursework in **Graphic Design**
- Some experience teaching or facilitating group activities with college students
- Proficiency in Adobe Photoshop, Illustrator and In Design
- Ability to organize and manage diverse projects and activities simultaneously
- Ability to develop and keep accurate records
- Ability to instruct and to do presentations
- Ability to communicate effectively individually and with groups, orally and in writing (including using technology)
- Proficient in Microsoft Office and Zoom

Preferred Qualifications

- A minimum degree of AS in Graphic Design or closely related field is required- preference will be given to graduates of Kingsborough's AS Graphic Design program and candidates with a related BS or currently enrolled in a related BS program
- Knowledge of Wix website builder tool is a plus
- Knowledge of web design a plus
- Ability to work with diverse groups, including students with disabilities, faculty, and staff, and provide excellent customer service
- Ability to be proactive, take initiative, work collaboratively and work effectively with limited supervision
- Have portfolio building experience

This is not a remote work position. As part of the hiring process, the final candidate will be asked to provide an official college transcript and three written recommendations.