Calling the University of Tennessee home immerses our students in the Volunteer family. Our Vols @ Home team helps incoming and current students find their place on campus, and help make the on-campus living become an integral component to the UT experience. Team members work in one of four focus areas, including Content Marketing, Tours & Special Events, Graphic Design, and Photography. All focus areas function together as one team, and may gain experience in other areas if desired.

Graphic Design

- **Design projects** - Working knowledge of Dreamweaver, Adobe Photoshop, InDesign, Illustrator, WordPress, as well as basic knowledge of HTML, CSS, and PHP to develop the following:
  - **Print Publications** - the Vols @ Home graphic designer will design and develop flyers, calendars, posters, and other printed marketing materials for department use and distribution
  - **Electronic Communication** - the Vols @ Home graphic designer will utilize Four Winds software to develop banners for in-hall advertising, create digital media for website, assist with website design and maintenance, and work alongside marketing team members to assist with social media campaigns
  - **Special Projects** - the Vols @ Home graphic designer will be utilized to work on long-term special projects including but not limited to: floorplan designs of residence halls and rooms/suites, design HTML email communication templates, develop template resources for staff, etc.

- **Creative Marketing Services** - Acting as the student voice, team members will meet with the Marketing and Communications team to preview and offer advice on marketing campaigns and how to best reach students and parents
- **Office Hours** - Vols @ Home team members will hold regular office hours to complete team projects
- **Staff Meetings** - team members will be required to attend regularly scheduled staff meetings. A specific time, day, and location will be determined based on group’s availability

Position Requirements:

- Resided in on-campus housing at the University of Tennessee for at least 1 full academic semester
- Must be a current undergraduate student in good academic and conduct standing
- Maintain full time student status and a minimum 2.5 institutional cumulative grade point average during their period of employment
- Demonstrated excellent public communication and interpersonal skills
- Organization and time management skills
- Ability to effectively and positively represent the University of Tennessee and University Housing
- Commitment to promoting diversity
- Knowledge of resources and services at the University of Tennessee and University Housing
• Well-rounded beyond the classroom learning experiences at the University of Tennessee
• Exhibit leadership, initiative, dependability, discipline and self-confidence
• Must pass a background check
• Possess a current, valid driver’s license

Benefits:
• Priority on-campus housing for both fall and spring semesters
• Summer employment
• University Housing promotional materials and uniform
• Opportunities to develop leadership, communication, and organizational skills
• Excellent social and networking opportunities
• Transferrable professional skills

Additional notes:
• Start Date: May 15, 2017
• End Date: ongoing
• Vols @ Home team members may participate in additional/outside employment with supervisor approval
• Vols @ Home team members must remain in good conduct standing for duration of employment
• Remuneration:
  ○ Hourly pay rate: $8.00 per hour
  ○ Priority on-campus housing
  ○ Provided meals at events
  ○ University Housing promotional materials
  ○ Guaranteed summer employment