



Received by \_\_\_\_\_ Date \_\_\_\_\_

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## Creative Services Application

**Description:** Creative Services designers will be responsible for creating sold and spec ads, and ad campaigns using Adobe InDesign for The Daily Mississippian and theDMonline.com. May also design sales flyers and other projects for Rebel Radio, NewsWatch and the Ole Miss yearbook.

**Requirements: Experience with Adobe InDesign and Photoshop is required.** Must have an understanding of graphic design principles, have a high degree of creativity, attention to detail, good grammar and excellent spelling skills with the ability to meet daily deadlines. Must possess a positive attitude, be respectful of other student employees and SMC staff, be able to work with account executives to create ads and attend scheduled staff meetings, design workshops or other development opportunities. Must be a current student, have a 2.0 minimum GPA and be in good academic standing at the University of Mississippi to be employed at the SMC.

Name \_\_\_\_\_ Date \_\_\_\_\_

Cell Phone \_\_\_\_\_ Email \_\_\_\_\_

Local Address \_\_\_\_\_

Major \_\_\_\_\_ Minor (if applicable) \_\_\_\_\_

Year in school  Fr  So  Jr  Sr  Graduate Projected Graduation Date \_\_\_\_\_

Hours (credits) registered for upcoming semester \_\_\_\_\_

**Work Schedule:** Creative Services designers are usually scheduled to work between the hours of 10 a.m. and 4 p.m. Monday through Friday, depending on class schedule. Work shifts are determined before the start of each semester and only change at the beginning of each new semester. Hours may be reduced or increased to meet the demand of the advertising department.

### Check your level of proficiency using the following software programs

Adobe InDesign  Advanced  Intermediate  Beginner  Never Used

Adobe Photoshop  Advanced  Intermediate  Beginner  Never Used

Adobe Illustrator  Advanced  Intermediate  Beginner  Never Used

Microsoft Word  Advanced  Intermediate  Beginner  Never Used

Microsoft Excel  Advanced  Intermediate  Beginner  Never Used

Other software programs \_\_\_\_\_

What characteristics do you possess that make you a good candidate for this job?  
What distinguishes you from other candidates?

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What are your career goals and how do you plan to attain them?

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List any courses (by name) you have completed that would help you as an SMC creative employee.

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Are you currently employed elsewhere?  Yes, where  No

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Do you know anyone currently/recently employed at SMC?  Yes, If so whom  No

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**References**

Please list three references, including one of your University of Mississippi instructors, no relatives or friends.  
(name, telephone, email address and relationship)

1. \_\_\_\_\_
2. \_\_\_\_\_
3. \_\_\_\_\_

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Please attach a class schedule and resume or work history and return to Debra Novak, Student Media Center, 201 Bishop Hall, University, MS 38677. Questions, call 662.915.5503 or email danovak@olemiss.edu.

By signing below, you attest that all preceding information is true to the best of your knowledge and any work presented is your own.

Signature \_\_\_\_\_ Date \_\_\_\_\_