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| Job Title: | **Graphic Designer** | Job Category:  | **Public Relations** logohd |
| Department: | Public Relations  |  |  |
| Reports to: | Chief Operating Officer & Operations Manager | Travel Required: | Yes |
| Level/Salary Range: | 4 | Position Type: | Full Time |
| Will Train Applicant(s): | Yes |  |  |
| Job Description |
| SUMMARY:Assists with marketing projects, specifically in graphic design; Participates in various stages of developing marketing programs and advertising materials to promote the university; responsible for large projects and will assist with several others; Assist with several key projects, such as the quarterly newsletter, direct mail materials, press releases, marketing posters/paraphernalia, and public outreach efforts/events. Assist with research and application for grant opportunities; participate in meetings with design vendors, media sales contacts, and program committees; Assist with administration, as required. EDUCATIONAL REQUIREMENTS / QUALIFICATIONSEducation to at least degree levelProven graphic design experience supported by a portfolio of illustrations or other graphicsHands-on experience with design software and technologies (such as InDesign, Illustrator, Premiere, Photoshop)1+ years of experience working within marketing, communications, branding, multimedia, or other related fieldsDESIGN SKILLS: Adobe Illustrator - ExcellentAdobe Photoshop - ExcellentPremiere - ExcellentOther adobe suite - optional but preferred.Should be able to comfortably handle logo & mockup design including selection of fonts, colors, and designing of product & collaterals. PERSONAL SKILLS:* Strong communication and project management skills.
* Able to work independently and efficiently to meet deadlines and deliver with the highest standards.
* Excellent communication (oral and written), interpersonal, organizational, and presentation skills.
* Desire and willingness to work in a collaborative, innovative, flexible and team-oriented environment.
* Desire to learn new techniques and trends

DUTIES, RESPONSIBILITIES & AUTHORITIES: * Create strong and unique brands & logo designs that are both functional and aesthetic.
* Execute re-branding projects with thought and care to current brand value.
* Create complete brand guidelines documents.
* Create mockups & brand visuals
* Solid ability to work with other team members to execute design projects.
* Proficiency in Photoshop, Illustrator, or other visual design software.
* Excellent visual design skills with sensitivity to client & market needs.
* Stays current with cutting-edge design trends to improve and modernize existing brands' functionality, and performance.

*I the undersigned read and approve the duties and responsibilities assigned in this Job description.* |
| Name: |  | Date: |  |
| Signature: |  | Date: |  |