

Job Title:**Graphic Designer, University****Job Description:**

The Graphic Designer will be responsible for supporting the University's visual brand through the development of graphic design layouts, website design and maintenance, typography, digital image manipulation, basic illustration, photography and videography, video and photo editing, email marketing, generating accurate proofs and prepress file preparation.

Reports to:

Manager of Marketing and Communications

Classification:

Staff, Full Time, Non-Exempt

Essential Duties:

- Develop engaging, creative, and strategic designs that meet the mission, goals, and values of CHSU.
- Research trends, competitors, and target audiences to inform visual concepts.
- Responsible for conceptualization, development, and production for a variety of digital and print projects as assigned.
- Capture and produce high quality short- and long-form videos that follow brand standards.
- Ability to film, produce and edit short videos for social media channels.
- Create, facilitate, and organize photo and video assets.
- Organizes and maintains graphic files on the shared server.
- Communicate visual concepts with colleagues, present concepts and respond well to feedback.
- Manage multiple design projects, workflow, and fast-paced timelines to ensure work is delivered on time.
- Assist with design, development and maintenance of ADA and mobile responsive website.
- Assist with creation of HTML emails through an ESP, like Constant Contact.
- Work with vendors to ensure proper adherence to CHSU printing quality and brand standards.
- Deliver great customer service by being responsive, flexible, and collaborative.
- Other duties as assigned by the Marketing and Communications department.

In the execution of job duties, employee must abide by all CHSU policies, procedures, and requirements. This job description is not intended to be all inclusive and the employee will also perform other reasonably related duties as assigned.

**Qualifications/
Education:****Education**

- Bachelor's degree in graphic design or a related field strongly preferred.
- Equivalent technical experience and/or relevant coursework may substitute for a college degree.

Skills & Experience

- Minimum 3-5 years of graphic design and website design experience.
- Skilled in Adobe Creative Cloud applications.
- Working knowledge of computer networking systems and Windows operating systems; fluency in Microsoft Office Suite (Word, PowerPoint, Excel, Outlook, Teams).
- Working knowledge of spec-writing, pre-press (pre-flight), print production and file-transfer techniques and software.
- Knowledge of web analytics and SEO.
- Working knowledge in HTML/CSS.
- Skilled in using a WordPress platform with ADA compliance, mobile responsiveness, and SEO techniques.
- Illustration and digital photography experience.

- Experience utilizing social networking in a professional setting.
- Excellent verbal and written English skills including the ability to make group presentations and write in an accurate, brief, clear manner.
- Ability to work well with deadlines and under pressure.
- Strong problem-solving skills and attention to detail, ability to catch mistakes, troubleshoot issues as they arise, and suggest improvement as needed.
- Ability to multi-task and self-manage personal workflow.
- Good interpersonal communication skills and the ability to work effectively in a team environment.
- Experience with video production and editing is preferred.

Compensation:

CHSU offers a competitive benefits and compensation package. The wage range for this position is \$22.60 to \$32.69 per hour. Actual pay is commensurate with experience.

Application Instructions

Interested candidates are to electronically submit a letter of interest, a detailed resume and the names, titles, and contact information of at least (3) professional references. Please send a completed package electronically to careers@chsu.edu and type **Graphic Designer** in the subject field of the email.