

Job Title:

Graphic Designer

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, photo editing, email marketing, generating accurate proofs and prepress file preparation.

Reports to:

Assistant Director of Marketing and Communications

Classification:

Full-Time, Non-Exempt

Essential Duties:

- Responsible for conceptualization, development, and production for a variety of digital and print projects as assigned.
- Develop engaging creative and strategic designs that meet the mission, goals and values of CHSU.
- Communicate visual concepts with colleagues, present concepts and respond well to feedback.
- Responsible for design, development and maintenance of ADA and mobile responsive website, including management of domain and hosting platform.
- Ability to film, produce and edit short videos for social media channels is preferred.
- Create, facilitate, and organize photo and video assets.
- Work with vendors to ensure proper adherence to CHSU printing quality and brand standards.
- Research trends, competitors and target audiences to inform visual concepts.
- Organizes and maintains all graphic files on the server.
- Deliver great customer service by being responsive, flexible and collaborative.
- Other duties as assigned by the Marketing and Communications department.

This job description is not intended to be all inclusive and the employee will also perform other reasonably related duties as assigned by CHSU.

**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 three years' graphic design and website design experience.
- Skilled in Adobe CC 2017 or later graphics 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.
- Experience with video production and editing is preferred.
- Knowledge of web analytics and SEO
- Proficient 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 and Web 2.0 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.
- Ability to multi-task with great attention to detail in a busy environment.
- Good interpersonal communication skills and the ability to work effectively in a team environment.

Compensation:

Position offers competitive wage based on experience plus benefits.

Application Instructions

Interested candidates are to electronically submit a letter of interest, a detailed resume and the names, titles, addresses, and telephone numbers of at least (3) professional references who may be contacted. Please send a completed package electronically to careers@chsu.edu and type **GRAPHIC DESIGNER** in the subject field of the email.