Graphic Designer/Writer – Part-Time
Hourly rate: $20.00

UD’s College of Education and Human Development (CEHD) is seeking a part-time person to provide marketing support for our College’s outreach materials.

Under the limited direction of the Director of Communications, the Designer/Writer will assist in the development of marketing materials that promote the research and educational accomplishments of our faculty, staff, students and alumni. They will also provide communications and marketing support for multiple departments across our College.

We are looking for a team player with a keen eye for design who is highly adept at re-purposing the content across multiple platforms, including web, social media, print, electronic newsletters and videos. Additionally, this person will be responsible for composing and editing content for news articles, brochures, websites, ads and media pitches.

If you are a self-starter who enjoys juggling multiple projects, this is the job for you!

Responsibilities

- Design marketing materials to support the College, including event announcements, brochures, flyers, social media images, display banners and online ads.
- Initiate, write and edit content, including articles about faculty research, feature stories about interesting students and alumni, news stories covering events and video scripts to promote the activities of the college.
- Provide photo and video support to accompany news articles.
- Design and write content for electronic newsletters.
- Provide support for social media posts and assist in maintaining social media calendar.
- Pitch story ideas to local media and trade publications.
- Organize and maintain media releases for photo shoots.

Qualifications:

- Bachelor's degree in visual arts, communications, marketing, journalism, English or a related field with a solid portfolio demonstrating multimedia design experience.
- Able to envision, develop and deliver creative content (text, image and video).
- Overwhelming desire to ensure design elements align, photos are color-corrected and text is error-free.
- Highly competent in Adobe Suite, Constant Contact, Canva or similar programs.
Experience with event planning/promotion is appreciated
Ability to shoot and/or edit video and photos is a plus.
Must be able to work independently and as part of a team, managing multiple assignments simultaneously, producing accurate work and meeting deadlines.
Effective interpersonal skills and excellent oral and written communication skills.
Able to adhere to University Brand Guides as well as policies and procedures governing IT/web efforts.

Position
- Approximately 20-29 hours per week, with flexible hours.
- Working remotely may be permitted, but most work must be completed on-site during office hours.
- Occasional support may be requested for evening or weekend events.
- Position will report to the CEHD Dean’s office on UD campus.
- Miscellaneous wage position does not provide University benefits.

To apply, please provide resume, cover letter and samples of your work to Marie Senff at senff@udel.edu.

Employment offers will be conditioned upon successful completion of a criminal background check. The University of Delaware is an Equal Opportunity Employer which encourages applications from Minority Group Members and Women. The University’s notice of Non-Discrimination can be found at www.udel.edu/aboutus/legalnotices.html.