Graphic Designer (Part-time)

**Department:** College of Arts & Science Communications

**Hiring Manager:** Kajsa Haracz, Director of Communications

**Supervisor:** David Keen, Creative Director

**Job Description:**
The University of Delaware College of Arts & Sciences is seeking a motivated individual who is passionate about graphic design and production work to join its communications team. This position will help support production of the College’s creative assets, including print and digital assets to promote events, departments, and the Dean's office.

**Essential Duties & Responsibilities:**
- Provide production design services, including updating existing design files, resizing materials, providing digital graphics for web and social media. Outputs include flyers, booklets, reports, web graphics, emails and web pages.
- Ensure consistent branding and messaging for communication efforts.
- Provide support in keeping with production schedules for the various steps in the design process.
- Inspect proofs for accuracy and adherence to appropriate production standards and suggest improvements as needed.
- Adhere to University Brand Guides as well as policies and procedures governing IT/web efforts.

**Qualifications:**
- Minimum of 1 year of relevant graphic design experience.
- Proficiency using graphics design software (e.g., Fireworks, Dreamweaver, Photoshop, Flash, QuickTime); desktop publishing software (e.g., InDesign, Illustrator).
- Intermediate computer skills with proficiency in MS Office software (Word, PowerPoint, Excel)

**Hours per week:** 15-20 hrs; this is a remote position. The position is conditional on available funding on an annual basis.

**Compensation:** This is a part-time, non-benefited position. $23/hour

**Apply:** Submit a current resume, one-page cover letter, portfolio samples or website, and names, addresses, email and telephone numbers of at least three references to kharacz@udel.edu. In your submission, include any scheduling considerations that affect your availability for work.