Position: Graphic Designer, Part-Time (no university benefits)
Department: Division of Professional and Continuing Studies (PCS), Marketing and Communications
Location: 501 South College Avenue, Newark Campus
Posting Date: May 10, 2019
Deadline: Until filled (applications reviewed daily)

CONTEXT OF THE JOB:
With the Art Director's guidance and under the supervision of the Marketing and Communications Director, the graphic designer will help design and implement various communications solutions for UD PCS, including marketing materials that promote UD credit courses and degree offerings, professional development courses, certificate programs, specialized conferences, workshops, interdisciplinary graduate programs and lifelong learning member cooperatives throughout the state.

Materials include print, digital and social media pieces, such as advertisements, brochures, catalogs, certificates, displays, flyers, forms, presentations, promotional items, reports, signage, social media images, and website graphics. Work will be expected to follow and adhere to UD branding guidelines. This position presents the opportunity to build a comprehensive portfolio in design as it interfaces with academics, business and healthcare industries, and the public.

MAJOR RESPONSIBILITIES:
- Conceptualizes, designs, and produces promotional materials such as flyers, advertisements, brochures, web banners catalogues, office signage, exhibits, and displays.
- Designs layouts and produces materials for appropriate marketing strategies and division websites. Designs and produces print- and web- ready art including graphs, charts, clip art, posters, digitization of graphics, line-art, and/or photos. Produces proofs, edits as needed, and prepares files for publication.
- Designs ads for print and online.
- Creates electronically-designed page layouts and imports word processing files into page layouts. Develops and produces web-based graphics.
- Consults with staff to identify their graphics needs, budget constraints, and reasonable deadlines for the project.
- Performs other job-related duties as assigned.

QUALIFICATIONS:
- Possesses a degree in visual arts, communications, marketing or a related field with a solid portfolio demonstrating layout and design experience.
- Proven experience and proficiency in graphic design for print and web.
• Demonstrates graphic design skills with a strong portfolio exhibiting creative flair, versatility, conceptual/visual ability and originality.
• Skilled in shooting and editing photos.
• Can interact, communicate and present ideas to a diverse, knowledgeable workforce.
• Exhibits professionalism, timeliness/responsiveness, and can incorporate constructive feedback into projects.
• Ability to multitask while meeting production deadlines.
• Knowledge of creating visual content for Facebook, Twitter and LinkedIn.
• Proficiency in QuarkXPress 2018 is a plus.

SPECIAL REQUIREMENTS:

• Ability to visually match or detect differences between colors, including shades of color and brightness.

NOTE:

This is a part-time miscellaneous wage position with no University of Delaware benefits. The position is 20-29 hours per week, as needed; schedule to be determined. Working remotely may be permitted occasionally. Compensation is commensurate with experience and education. Please send a cover letter, resume, names of three references with telephone numbers and addresses, and samples of your work to Steve Kendus at skendus@udel.edu If applicable, please include a link to your portfolio. The position will be posted until filled. Review of applications will begin immediately and continue until the position is filled.

Employment offers will be conditional upon successful completion of a criminal background check. A conviction will not necessarily exclude you from employment. 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 http://www.udel.edu/aboutus/legalnotices.html.

5/10/2019