

Graphic Artist/Publications Coordinator College of Saint Mary

College of Saint Mary is seeking an enthusiastic professional to join the Marketing Team as a Graphic Artist/Publications Coordinator. **Please include link to online portfolio within resume.**

General Statement of Duties:

- Assumes primary conceptual/creative design responsibility and production for College of Saint Mary print and electronic publications including, but not limited to, brochures, advertisements, invitations, programs, and other internal and external communications. Materials produced support enrollment, institutional advancement and brand awareness.
- Produces highly-visual and quality work that appeals to intended audience, and adheres to the institution's overall visual identity. Stays current with print design, production and technical skills. Ensures branding efforts are consistent in all platforms.
- Responsible for coordinating all projects and timelines sent to print vendors.
- Primary photographer of campus activities and events.
- Participates and/or leads the planning, execution, and hosting of special events.
- Participates as a key member of the Marketing Committee and other committees as assigned.
- As a named web content editor, responsible to keep the content of the assigned pages updated and in compliance with the web guidelines.

Qualifications:

- Expertise in Adobe Creative Cloud publication design software.
- Bachelor's degree in fine arts or art/graphic design education or related field required.
- 3-years of experience in design or a related field.
- High-degree of creativity, energy, and honed communication skills to respond to numerous requests for assistance from the campus community and work effectively with differing personalities.
- Excellent teamwork and interpersonal skills required and the willingness to initiate communication with vendors and members of the community.
- Excellent computer skills in publication design essential.
- Excellent time management and organizational skills required.

Salary and Benefits:

The salary for this position is \$42,556.

College of Saint Mary offers a wide array of benefits, including medical and dental coverage for you and your family, life Insurance and disability programs, flexible spending accounts, 403b,

tuition remission programs for dependent children at College of Saint Mary and tuition exchange programs with participating institutions.

Application:

Please apply using the following link. **Please put your resume, cover letter, names and contact information for three professional references, including a minimum of one supervisor, in one document before you apply. When the system asks you to attach a resume please attach the document that contains all of the above information. The system allows only one attachment.** Applications accepted until position is filled.

<https://home.eease.adp.com/recruit/?id=4858561>

College of Saint Mary is a Catholic university dedicated to the education of women in an environment that calls forth potential and fosters leadership. The University is an equal employment opportunity employer and does not discriminate against employees or job applicants on the basis of race, religion, color, sex, age, national origin, disability, veteran status, marital status, or any other status or condition protected by applicable laws, except where a bona fide occupational qualification applies.