



Job Title: Marketing Project Manager

Classification: Salaried (exempt)

Summary/Objective

College of Saint Mary, located in the heart of Omaha's Aksarben Village area, is seeking a Marketing Project Manager. This position will play a key role within a growing marketing team. The ideal candidate will be a highly motivated collaborator with a team-first attitude. Key to this role is the ability to complete high-quality graphic design work, manage vendor partners, and satisfy the diverse needs of institutional stakeholders. This individual must possess the ability to manage all elements of the design and production process for project that visually represent the college in print, digital, outdoor, and other mediums. This is much more than just design work, this is a graphic design skill set with the ability to go out and meet with clients, understand their objectives, and quickly design and propose solutions in a rapidly changing and evolving environment. A team player, successful candidates in this position will have a deep understanding of branding, graphic design, and the ability to efficiently manage multiple projects with shifting priorities and deadlines.

Essential Functions

- Assumes a key role in marketing, design, publication, and production of projects originating in multiple areas of the college
- Ability to quickly assess project scope and strategic value to begin design work or contract with appropriate vendors
- Provides graphic design expertise to help fulfill the vision of various departments throughout the CSM community
- Contributes to the conceptual/creative design responsibility and production for College of Saint Mary print and electronic publications including, but not limited to, College of Saint Mary JOURNEYS & e-JOURNEYS Magazines, viewbook, e-blasts, brochures, advertisements, invitations, programs, swag, social media and other internal and external communications. Materials produced support brand awareness, enrollment, alumnae & donor relations, athletics, fine arts and student development.
- Produces highly-visual and quality work that adheres to the institution's overall visual identity. Stays current with print design, production and technical skills.
- Responsible for coordinating all projects, quotes and timelines for print vendors on internal and fundraising projects

Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Knowledge, Skills and Abilities

- In-depth understanding of Adobe Creative Cloud and associated programs
- A robust graphic design and project management skill set

- 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.
- Ability to bring creative & fresh perspectives that reinforce existing branding elements while aligning with brand standards

Initiative, Judgment, and Job Complexity:

- Ability to quickly make design decisions with an understanding of budget implications and time requirements involved
- Excellent communications and organizational skills, ability to multi-task, and work under tight deadlines
- Positive team player with a proactive approach and a high level of energy
- Ability to think independently, seek out opportunities to advance the college brand, and exercise discretion and sound judgment at all times

Required Education and Experience

- Bachelor's degree in fine arts or art/graphic design education/business or related field
- At least 2-years of experience in graphic design and/or graphic project management
- Expertise in Adobe Creative Cloud publication design software required

Preferred Education and Experience

- Excellent computer skills in publication design essential

Application:

Please apply using the following link. Please have a resume, cover letter and contact information for three professional references, including a minimum of one supervisor ready to upload during the application process.

[Marketing Project Manager](#)

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