



College of Saint Mary strives to create a safe, inclusive educational environment where every person's worth and dignity is valued and nurtured. Applicants representing diverse backgrounds and experiences are highly encouraged to apply.

Creative Designer & Project Manager

Are you looking vital role within a growing marketing team? If so, our Creative Designer & Project Manager position might be the right fit for you. The key to this role is to create high-quality graphic design projects, manage vendor partners and work with variety of internal clients.

Our Idea of a Perfect Candidate Is Someone Who:

- Is a highly motivated collaborator with a team-centered attitude.
- Has the ability to meet with internal clients, understand their objectives, and quickly design and propose solutions in a rapidly changing and evolving environment.
- Possesses the ability to manage all elements of the design and production process for projects that visually represent the college in print, online and other mediums.

Our Ideal Candidate's Preferred Education and Experience Include:

- Bachelor's degree in fine arts or art/graphic design, communication/business or related field.
- At least 5-years of experience in graphic design and graphic project management.
- Expertise in Adobe Creative Cloud publication design software required.

This Position Is Responsible For:

- Assuming a key role in marketing, design, publications, and the production of projects originating in multiple areas of the University.
- Quickly assessing project scope and strategic value to begin design work or contract with appropriate vendors.
- Providing graphic design expertise to help fulfill the vision of various departments throughout the CSM community.
- Producing highly visual and quality work that adheres to the institution's overall visual identity.
- Coordinating all projects, quotes and timelines for print vendors on internal and fundraising projects.

Why You Want to Be on This Team:

- You would be a part of a Mission-centered team, who work together to serve our community.
- You would enjoy full-time benefits including health insurance, paid time off, tuition remission programs, 403(b) with employer match, employee wellness time, and more!
- CSM is committed to supporting the work-life balance of its faculty and staff.

Application:

Please have a resume, cover letter and three professional references, including a minimum of one supervisor, ready to upload during the application process.

Please apply using the following link: [Application for Creative Designer & Project Manager](#)

College of Saint Mary is a Catholic university providing access to education for 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, sexual orientation, gender identity, pregnancy, 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.