COLLEGE OF
SAINT MARY

Graphic Designer/Project Manager

College of Saint Mary is seeking a Graphic Designer/Project Manager. 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.

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 publications
- 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 projects

Knowledge, Skills and Abilities
- In-depth understanding of Adobe Creative Cloud and associated programs
- A robust graphic design and project management skill set
- Ability to bring creative & fresh perspectives that reinforce existing branding elements while aligning with brand standards

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

Minimum Salary for this Position: $39,000

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

Graphic Designer/Project Manager Application

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.