

**Milligan College
Position Description**

Job Title: Graphic Designer
Department: Marketing & Enrollment Management
Reports to: Director of Public Relations & Marketing
Status: Full-time employment; exempt

SUMMARY: Design and produce college print and electronic materials. Photography and digital/web experience a plus. Organize and prioritize tasks with strong use of initiative, sound judgment, independent thought, and precise attention to detail with high levels of professionalism.

RESPONSIBILITIES:

1. Conceive, design, and produce print and digital marketing communications materials.
2. Coordinate projects across departments, working cooperatively with key team members, clients, and vendors to meet deadlines and project goals.
3. Prepare camera-ready art or electronic files.
4. Determine cost, paper, type, and ink specifications.
5. Work with vendors to coordinate bidding process, production, and delivery.
6. Track and coordinate production, problem-solving until job complete.
7. Edit and proofread all projects for proper messaging, accuracy, graphic presentation, and consistency with Milligan's branding and identity standards.
8. Properly file and archive all media and files related to projects.
9. Coordinate and provide photography services as needed.
10. Manage photo files, maintaining an organized filing, retrieval, and archiving system.
11. Provide excellent customer service to internal and external clients and encourage timeliness and accuracy of information and resolution of problems.
12. Fulfill other necessary responsibilities as assigned.

REQUIRED EXPERIENCE / SKILLS:

- Bachelor's degree in related field
- 2-3 years graphic design experience
- Advanced photography skills
- Creativity and knowledge of graphic design and production principles and processes
- Proficiency in computer applications, including Adobe Creative Suite and Microsoft Office
- Ability to work within an established graphic style, adapting it to client's needs
- Demonstrated excellence in verbal and written communications to include correct grammar usage, syntax, editing, proofreading, and formatting
- Excellent organization skills and ability to initiate and implement multiple projects, working under and meeting tight deadlines
- Openness to direction and collaboration but a self-starter and independent worker, with a commitment to get the job done
- Excellent interpersonal skills, customer service orientation, and a collaborative team-oriented positive attitude
- Ability to solve problems and handle crises effectively
- Understand and support Milligan's mission of Christian higher education

TO APPLY: Send the following to Chandra Shell, Director of PR & Marketing, at chshell@milligan.edu.
No phone calls.

- Letter of interest and qualifications for the position
- Resume
- Portfolio showing examples of both electronic and print work
- Names, addresses, emails, and phone numbers of (3) professional references

The position will remain open until filled. All inquiries and materials will be treated as confidential. Finalists will be required to submit official transcripts and are subject to credit and criminal background checks.

AD:

MILLIGAN COLLEGE seeks a Graphic Designer, responsible for designing and producing college print and electronic collateral materials and fulfilling photography needs. Applicant should have design experience and a strong working knowledge of Adobe Creative Suite and Microsoft Office. Advanced photography skills needed; web skills a plus. Must be open to direction and collaboration but a self-starter and independent worker, with a commitment to get the job done. Individual must have demonstrated ability to organize and prioritize tasks with strong use of initiative, sound judgment, independent thought, and precise attention to detail with high levels of professionalism. See www.milligan.edu/employment for details.