Position Description:

Job Title: Visual Designer
Department: Marketing & Enrollment Management
Reports to: VP for Marketing & Enrollment
Status: Full-time employment; exempt

SUMMARY:
Produce design across numerous platforms including web and digital, print and display media, video, and others. Work on projects with a team and independently, closely follow art and creative direction, and handle several projects at once while consistently meeting deadlines. 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. Concept and complete design (digital and/or traditional) projects and campaigns that strategically and creatively advance and promote Milligan’s brand identity.
2. Responsible for client communication and seeing all projects through to completion from concept and design to production, as well as satisfactory acceptance by internal clients.
3. Coordinate projects across departments, working cooperatively with key team members, clients, and vendors to meet established production schedules, deadlines, and project goals.
4. Coordinate all aspects of the production process with external vendors including quoting and providing finished prepress files. Understand and adhere to all postal regulations, attend press checks as necessary or as directed, and coordinate delivery. Problem-solve until job complete.
5. Edit and proofread all projects for proper messaging, accuracy, graphic presentation, and consistency with Milligan’s branding and identity standards.
6. Maintain high skill levels in software programs required to perform assigned job functions; take training in the use of new design software as required.
7. Coordinate and provide photography services as needed, including planning and art directing photo shoots.
8. Manage digital project files, photography, logo art, typetyles, video, etc., maintaining an organized filing, retrieval, and archiving system.
9. Provide excellent customer service to internal and external clients and encourage timeliness and accuracy of information and resolution of problems.
10. Fulfill other necessary responsibilities as assigned.

REQUIRED EXPERIENCE / SKILLS:
- Bachelor’s degree in related field preferred
- Proven design knowledge and experience
- Proficiency in computer applications, including Adobe Creative Suite and Microsoft Office
- Creativity and wide range of design capabilities, including print, digital, branding, photography, videography
- Knowledge of graphic techniques in the printing industry, production principles, and processes
- Ability to translate basic print design components to web-ready formats
- Ability to distill the complex down to clear and effective communication through design
• Ability to work within an established graphic style, adapting it to client’s needs
• Strong verbal and written communications to include editing, proofreading, and formatting
• Strong work ethic, self-driven, proactive
• Ability to successfully juggle multiple projects and manage time, workflow, and schedule in order to meet deadlines
• Experience working in a fast-paced environment and the ability to respond to high-pressure situations and problem solve effectively
• Keen attention to detail
• Excellent interpersonal skills, customer service orientation
• Openness to direction and collaborative team-oriented positive attitude

Department Core Values

• CHARACTER: Be a person of integrity, drive, and courage who will represent Milligan University in a professional manner at all times.
• CREATIVITY: Approach work and relationships with a positive mindset of seeking innovative, collaborative, and impactful results.
• COMMITMENT: Be a good steward of Milligan’s values and dedicated to its mission as a Christian liberal arts university to honor God by educating men and women as servant-leaders.

TO APPLY: Send the following to Lee Harrison, Vice President for Marketing & Enrollment Management, at LHarrison@milligan.edu. No phone calls.

• Letter of interest explaining qualifications for the position
• Resume
• Portfolio showing examples of both electronic and print work

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.