

# Graphic Designer

## *Student Affairs Communications and Marketing*

### General Info

The team of student employees at Student Affairs Communications and Marketing complete creative projects to promote the programs, services and departments of JMU Student Affairs. As a Graphic Designer you will serve our clients by designing promotional print and digital material that will influence and impact the wider JMU community.

### Duties and Responsibilities

- Conceptualize, design and deliver both print and digital material for clients as needed.
- Assist in maintaining all equipment used within the department, printing and other miscellaneous tasks.
- Attend and participate in weekly meetings.
- Document up-to-date project progress and client communication via our project management platform.
- Hold a professional and friendly demeanor when interacting with Student Affairs clients both electronically and in person.
- Other tasks may be assigned depending on availability of projects.

### Qualifications

- Basic design and typography skills with an understanding of color theory, color relationships, space, composition and grid structures
- Strong organizational and problem-solving skills, with the ability to manage and execute multiple projects when needed
- Ability to work well independently and collaboratively
- Knowledge of the Mac platform and basic Mac software
- Proficiency with Photoshop, Illustrator, InDesign and other Adobe Creative Suite Software
- Basic knowledge of the print production process
- High attention to detail
- Ability to complete projects on schedule
- Maintain an organized file structure
- Ability to give and receive critique
- Ability to communicate well and provide full transparency with clients
- Additional experience in illustration, photography, videography, web programming or writing will be considered but is not necessary.
- *As this is a skilled position, you will be required to submit a portfolio and demonstrate adequate knowledge of graphic design skills.*