

Job Title:	Graphic Designer	Job Category:	Public Relations
Department:	Public Relations		
Reports to:	Chief Operating Officer & Operations Manager	Travel Required:	Yes
Level/Salary Range:	4	Position Type:	Full Time
Will Train Applicant(s):	Yes		

Job Description

SUMMARY:

Assists with marketing projects, specifically in graphic design; Participates in various stages of developing marketing programs and advertising materials to promote the university; responsible for large projects and will assist with several others; Assist with several key projects, such as the quarterly newsletter, direct mail materials, press releases, marketing posters/paraphernalia, and public outreach efforts/events. Assist with research and application for grant opportunities; participate in meetings with design vendors, media sales contacts, and program committees; Assist with administration, as required.

EDUCATIONAL REQUIREMENTS / QUALIFICATIONS

Education to at least degree level

Proven graphic design experience supported by a portfolio of illustrations or other graphics

Hands-on experience with design software and technologies (such as InDesign, Illustrator, Premiere, Photoshop)

1+ years of experience working within marketing, communications, branding, multimedia, or other related fields

DESIGN SKILLS:

Adobe Illustrator - Excellent

Adobe Photoshop - Excellent

Premiere - Excellent

Other adobe suite - optional but preferred.

Should be able to comfortably handle logo & mockup design including selection of fonts, colors, and designing of product & collaterals.

PERSONAL SKILLS:

- Strong communication and project management skills.
- Able to work independently and efficiently to meet deadlines and deliver with the highest standards.
- Excellent communication (oral and written), interpersonal, organizational, and presentation skills.
- Desire and willingness to work in a collaborative, innovative, flexible and team-oriented environment.
- Desire to learn new techniques and trends

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DUTIES, RESPONSIBILITIES & AUTHORITIES:

- Create strong and unique brands & logo designs that are both functional and aesthetic.
- Execute re-branding projects with thought and care to current brand value.
- Create complete brand guidelines documents.
- Create mockups & brand visuals
- Solid ability to work with other team members to execute design projects.
- Proficiency in Photoshop, Illustrator, or other visual design software.
- Excellent visual design skills with sensitivity to client & market needs.
- Stays current with cutting-edge design trends to improve and modernize existing brands' functionality, and performance.

I the undersigned read and approve the duties and responsibilities assigned in this Job description.

Name:		Date:	
Signature:		Date:	