GRAPHIC DESIGNER

Department: University Marketing and Communications

Reports To: Senior Graphic Designer

Position Summary: The primary function of the Graphic Designer is to conceptualize and produce high-quality creative collateral in support of constituents within the University. The graphic designer will take the lead on a variety of design projects for North Park University that span print, digital and environmental media. The graphic designer will also support the Senior Graphic Designer on major projects such as large recruitment campaigns and the production of the biannual alumni magazine.

Essential Responsibilities:

- Create, redesign or revise creative collateral for NPU. Collateral includes but not limited to posters, postcards, programs, invitations, brochures, books, digital assets, print and digital ads, billboards, and magazines.
- Maintain and adhere to University brand standards
- Collaborate with project managers to fulfill project objectives and meet deadlines
- Assist with photo shoots and photography coordination
- Create print project specifications, review and approve proofs of printed materials
- Help educate constituents about design effectiveness for creative service needs.

Essential Qualifications:

- Bachelor’s degree in graphic design
- Portfolio demonstrating strong creative visual concepts and execution
- Ability to follow and interpret project guidelines and art direction
- Ability to adhere to timelines, prioritizing as needed, while balancing multiple projects simultaneously
- Solid technical knowledge of print and digital design
- Proficient with applications for Mac, including—InDesign, Photoshop and Illustrator, Sketch, PowerPoint and Word
- Illustration skills
• One to three years of professional design experience
• Personal commitment to North Park’s mission of Christian higher education

*Please include a link to your portfolio when applying.

Effective Date: April 2022

NOTE: Nothing in this job description restricts the supervisor’s right to assign or reassign duties and responsibilities to this job at any time.