

Corban University

Position Description

Graphic Designer

DEPARTMENT:	Marketing and Communications
REPORTS TO:	Creative Director
SUPERVISES:	N/A
FLSA STATUS:	Full Time/Exempt
REVISED:	September, 2014
POSITION BEGINS:	October 06, 2014

MISSION: To educate Christians who will make a difference in the world for Jesus Christ.

SUMMARY: Designs and creates graphics that have a high visual impact and support the promotional needs of the Marketing & Communications team as well as other departments, staff and faculty.

ESSENTIAL FUNCTIONS:

- Design and produce high quality graphics in printed, electronic and digital communications, including but not limited to brochures, posters, postcards, ads, signs, magazines and catalogs
- Implement brand standards and style guide in the development of materials
- Collaborate with marketing and communications staff and key project personnel in the development of design pieces, ensuring that information is communicated clearly, accurately, in a visually appealing manner and in alignment with the University's overall brand and messaging guidelines
- Follow creative work from concept to pre-press and post-production while maintaining original design intent, messaging and quality standards throughout the process
- Work with and manage print production, including engaging with local print shops and conducting press checks
- Edit and color correct artwork and photographs
- Organize and maintain all electronic image and graphic files for ease of use, transmittal and production
- Perform other duties as assigned.

KNOWLEDGE, SKILLS AND ABILITIES:

- Strong organizational and time management skills
- Excellent IT skills, especially with design and photo-editing software
- Exceptional ability to apply creativity and innovation to materials created for high visual impact
- Accuracy and attention to detail
- An understanding of the latest trends and their role within a commercial environment
- Professional approach to time, costs and deadlines

QUALIFICATIONS AND REQUIREMENTS:

- 2 or more years of directly applicable work experience (will consider less-experienced applicants depending on education and portfolio)
- Intermediate to advanced knowledge of Adobe Creative Suite (InDesign, Illustrator and Photoshop)
- Experienced with Microsoft Office products (Outlook, Word, Excel, PowerPoint)
- Evangelical Christian commitment and lifestyle consistent with the university's mission as described in our Statement of Faith
- Candidates should value an environment that reflects the diversity of God's kingdom, engages in global concerns and connects culturally.

WORKING CONDITIONS: Traditional office environment.

Corban University is a private, co-educational, university of liberal arts, ministry and professional studies with a mission to educate Christians who will make a difference in the world for Jesus Christ. All employees are expected to model servant leadership to customers, including other employees, students and the public. Corban values and encourages qualified applicants who are diverse in gender, generation, ethnicity, race and/or ability, and seeks candidates who will interact with the Corban community in a way that reflects a commitment to cultural proficiency. Where permitted by law and consistent with the school's history, mission and core values, Corban exercises religious preference throughout the University. Candidates must have a personal relationship with Jesus Christ, evidence a mature Christian faith and be an active member in a local church as outlined in the Employee Handbook.

Application Process on Following Page

To Apply

Interested Candidates please submit the following:

- A cover letter of expressed interest
- Resume
- Brief testimony
- Completed Corban staff application (found on our website: www.corban.edu/employment)
- A PDF or link to an online portfolio

Send or Email to:
Corban University
Department of Human Resources
5000 Deer Park Drive SE
Salem, OR 97317
jobs@corban.edu
FAX: 503.585.4316