

POSITION VACANCY

Graphics Designer/Technician

POSITION: Muskegon Community College is seeking qualified candidates for the position of Graphics Designer/Technician.

RESPONSIBILITIES: Design print, digital, signage, and other forms of communications as needed to increase awareness of an affinity for the college. Perform all phases of graphics reproduction including printing, signage, displays and other materials as needed. Manage and maintain pressroom equipment. Develop and monitor graphic standards and other aspects of brand management. Assist with other duties as requested.

QUALIFICATIONS:

- Minimum of 2 years' experience in graphic design and reproduction.
- Associate Degree in graphic design or related area.
- High proficiency in Adobe Creative Suite and other industry standard software, using both PC and Mac operating systems.
- Excellent collaboration and teamwork abilities.
- Familiarity with brand management best practices.
- Experience with creating, documenting, and monitoring graphic standards.
- Outstanding interpersonal and customer service skills.
- Dependable and able to prioritize tasks and manage time effectively.
- Willingness to work overtime, if necessary.
- Ability to fabricate signage, displays, and other communication media.
- Experience in website development and management a plus.
- Able to lift a minimum of 50 pounds.

HOURS: Monday – Friday 8:30AM – 5:00PM and other times as needed

EFFECTIVE DATE

OF EMPLOYMENT: As soon as position is filled

APPLICATION INSTRUCTIONS:

A new, completed, and signed Application packet must be received no later than 4:30 p.m. on **January 19, 2012**.

An application packet includes the following:

1. An updated resume
2. A completed and signed application which can be found on our website at www.muskegoncc.edu/hr
3. Cover letter:
 - Outline your understanding of brand management and your experience in developing, implementing, and evaluating graphic standard manuals.
 - Explain how you work with your supervisor and team members to ensure graphic consistency and project vision, clarity, and desired outcomes
 - Summarize your production abilities as related to the qualifications outlined on the job posting.
4. The following design samples:
 - One brochure or publication that you designed entirely on your own; attach an explanation of what the customer (internal or external) wanted and how the piece met their needs.
 - A sample of the brand management or graphic standard manual in which you play an integral role in developing, implementing, or used to monitor compliance. Attach an explanation how you ensured compliance and the process you used when you noticed communications that did not meet standards.
 - Two additional samples of your choice that illustrate your design abilities in areas/topics that are most closely related to higher education.
 - Unofficial transcripts

The College does not return application materials. Please send your application packet to the Office of Human Resources, Muskegon Community College, 221 S. Quarterline Road, Muskegon, Michigan 49442 or e-mail to humanresources@muskegoncc.edu.

ESSENTIAL FUNCTIONS:

1. Work with the Director of Community Relations and other team members to manage and strengthen the brand/image of the College by establishing and implementing brand management policies and procedures and developing communication strategies that increases understanding of the College's mission and increases enrollment and community support.
 - a. Design work as directed for print, web, signage and other media using Adobe Photoshop, Illustrator, InDesign, and other state-of-the-art software.
 - b. Set up designed work for digital and printed materials, using software programs such as Adobe Photoshop, Illustrator, PageMaker, InDesign, Acrobat professional, Corel Draw, and Microsoft Word.
 - c. Develop brand management manual, practices, and tools; monitor adherence and propose corrective measures as needed.
 - d. Collaborate with director, and other team members as directed, to ensure graphic consistency and project vision, clarity, and desired outcomes
2. Produce all graphic materials requested by the campus through the safe operation of equipment including computer to plate, printing presses, cutter, folder, screen printer, and padding press.
 - a. Produce signage, using the vinyl cutter equipment and software, wide format printer and dry mounting equipment.
 - b. Frame and mat promotional materials and produce displays as needed.
 - c. Maintain quality control for all items produced, ensuring they meet customer needs and adhere to brand management guidelines and practices.
 - d. Schedule all graphic production work and equipment according to due dates, as needed. Issue work assignments to student employees in his/her area. Responsible for meeting production deadlines.
 - e. Perform and/or supervise performance of preventive maintenance on printing equipment, sharing responsibility for preventive maintenance with other faculty and staff and educational partners.
 - f. Track and report expenses.
3. Maintain proficiency in Adobe Creative Suite and all industry standard software, advancing skills as needed to meet needs of the institution.
4. Monitor trends and best practices in institutional marketing and brand management and advance proficiency in design software as needed to meet institutional needs.
5. Assist with development and implementation of a continuous quality improvement plan.
6. Assist the Director and others in the Office of Community Relations team as needed to meet annual goals and advance the mission of the College.

Muskegon Community College is an equal opportunity employer and does not discriminate on the basis of race, color, religion, sex, national origin, marital status, sexual orientation, political persuasion, disability, height, weight, or age in any of its educational programs, activities, and employment. *If you have a disability and need accommodation or assistance in applying for this position, please contact Human Resources.*