



501 East 38th Street
Erie, PA 16546

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800-825-1926

mercyhurst.edu

Graphic Designer

Location: Erie

Department: Marketing

Reports To: Director of Marketing and Brand Management

Full/Part Time: Full time

Classification: Non-exempt

POSITION SUMMARY

A member of Mercyhurst University's dynamic, creative, and responsive Marketing team, the Graphic Designer creates visual content and assists with other design initiatives for the University and its various constituencies, including

EDUCATION AND EXPERIENCE

- € Experience producing layout and design for magazines, newsletters, brochures, digital advertising, and collateral; have a strong knowledge of the print process and how files are prepared for press.
- € Bachelor's degree in graphic design or related field from an accredited college or university.
- € Professional design and print production experience required.
- € Knowledge of CMYK, RGB and PMS color printing and resolution standards.
- € Advanced proficiency with Adobe Creative Suite products, especially InDesign and Photoshop.
- € Have knowledge in project management systems, web and content management software, and Word Processing software.
- € Strong knowledge of Microsoft Office products or equivalent combination of education and experience.
- € Photography and video editing experience a plus.

SKILLS AND ABILITIES

- € Scheduling - While the position is primarily first shift, occasional evening and weekend hours may be required.
- € Ability to manage multiple projects simultaneously under demanding deadlines.
- € Be a self-starter who possesses both detail orientation and a creative flair.
- € Exhibit strong presentation skills.
- € Ability to solve practical problems and deal with a variety of concrete variables in situations where only limited standardization exists.
- € Ability to interpret a variety of instructions furnished in written, oral, diagram, or schedule form.
- € Have knowledge of Adobe Creative Suite, project management systems, web and content management software, and Word Processing software.
- € Photography and video editing experience a plus.

APPLICATION PROCESS

Review of applications will begin immediately and continue until the position is filled or until date indicated above. Send cover letter, resume and 3 work-related references to:

Human Resources
Mercyhurst University
501 East 38th Street
Erie, PA 16546
hrinfo@mercyhurst.edu

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