

South Texas College

Job Announcement 2024-5035

Title: Graphic Designer I

Department: Public Relations and Marketing

Reports to: Director of Public Relations and Marketing

Pay Grade: Part-time

Salary Range: Minimum \$17.50/Hour

Campus: Pecan

FLSA Status: Non-Exempt/Hourly

General Statement of Job

The Graphic Designer I designs and produces College printed publications and promotional materials.

Specific Duties and Responsibilities

Essential Functions:

1. Produces Desktop publishing for assigned projects.
2. Provides layout and design for various print publications, including but not limited to brochures, fliers, posters, postcards and course schedules.
3. Creates promotional material artwork including, but not limited to t-shirts, caps, and bags.
4. Works in team environment to ensure College catalog and course schedules are accurate and timely.
5. Documents and maintains ongoing status reports of projects.
6. Meets critical deadlines for marketing information.
7. Presents and proposes design solutions to supervisor and clients.
8. Reviews and approves vendor progress by proofing systems.
9. Monitors printing production.
10. Consults and discusses photographic shoots with photographers according to project specifications.
11. Performs other duties as assigned.

Required Education and Experience

1. Associate's Degree in Graphic Design, Art, or related field required.
2. At least one (1) year of relevant work experience, preferred.

Required Knowledge, Skills and Abilities

1. Excellent oral, written, and interpersonal communication skills.

2. Strong computer skills with knowledge of Microsoft Office including, but not limited to, Word, Excel, PowerPoint, and Outlook, the Windows environment, and internet research skills.
3. Desktop publishing knowledge with strong graphic design and page layout skills.
4. Proficient in the use of graphic design software including Adobe Photoshop, Adobe Illustrator, Adobe InDesign, and Adobe Acrobat Pro.
5. Strong background with Mac.
6. Ability to prioritize, organize, and complete multiple tasks with attention to detail, within stated deadlines.
7. Ability to work independently as well as a team player within department and with others.
8. Ability to adapt to constant change and periods of fast-paced, high-intensity work situations.
9. Ability to work evenings and/or weekends as needed; willing to travel throughout the college district using own means of reliable transportation.
10. Demonstrated ability to interact effectively with a diverse, multi-cultural college population.
11. Demonstrated commitment to achieving the vision and mission of South Texas College.
12. Ability to speak effectively before groups of customers or employees of organization.
13. Ability to solve practical problems and deal with a variety of concrete variables in situations where only limited standardization exists.
14. Ability to interpret a variety of instructions furnished in written, oral, diagram, or schedule form.

Checks, Certificates, Licenses, and Registrations

1. All applicants are subject to a national criminal background check under South Texas College policy.
2. Must have a valid Texas driver's license and proof of liability insurance.

Physical Requirements

1. Exerting up to 20 pounds of force occasionally, and/or up to 10 pounds of force to move objects.
2. Perceiving the nature of sounds at normal speaking levels with or without correction.
3. Ability to receive detailed information through oral communication, and to make the discrimination in sound.
4. Substantial movements (motions) of the wrist, hands, and/or fingers.
5. Expressing or exchanging ideas by means of the spoken word including the ability to convey detailed or important spoken instructions to other workers accurately and concisely.
6. Expressing or exchanging ideas by means of the spoken word including those activities in which they must convey detailed or important spoken instructions to other workers accurately, loudly, or quickly.
7. Visual acuity to perform an activity such as preparing and analyzing data and figures; transcribing; viewing a computer terminal; and/or extensive reading, including color, depth perception, and field vision.
8. Visual acuity to determine the accuracy, neatness, and thoroughness of the work assigned or to make general observations of facilities or structures.
9. Mobility to accomplish tasks, particularly for long distances or moving from one work site to another.

The above job description is not intended as, nor should it be construed as, exhaustive of all responsibilities, skills, efforts, or working conditions associated with this job.

Reasonable accommodations may be made to enable qualified individuals with disabilities to perform the essential functions of this job.

HOW TO APPLY: Submit a South Texas College application, letter of intent, resume, and copies of transcripts (official transcripts required if hired) to:

**SOUTH TEXAS COLLEGE
OFFICE OF HUMAN RESOURCES
2501 W. Pecan Blvd.
McAllen, TX 78501**

South Texas College is an equal education and equal employment opportunity/affirmative action employer. South Texas College does not discriminate or tolerate discrimination against any employee, applicant for employment, student, or applicant for admission on the basis of race, color, national origin, ethnicity, religion, age, sex, sexual orientation, gender, gender identity, gender expression, pregnancy, parental status, disabilities, genetic information, veteran status, or any other protected category under applicable local, state, or federal law. Conduct that excludes participation, denies benefits or subjects others to discrimination is prohibited. The College complies with all applicable policies and state and federal legislation in order to combat discrimination.