



## OFFICE OF HUMAN RESOURCES

### POSITION ANNOUNCEMENT

**POSITION TITLE:** Senior Graphic Designer

**PERSONNEL STATUS:** PIN/Exempt

**DEPARTMENT:** University Relations and Marketing

**OPEN DATE:** October 12, 2015

**CLOSING DATE:** Open Until Filled For Best Consideration, apply by October 30, 2015

**Responsibilities:** Works within established brand guidelines to develop creative concepts and designs that bring the university's messaging to life across several mediums; designs and produces a wide range of integrated communications, including brochures, reports, event collateral, advertising, branding projects, web pages and other digital marketing initiatives; collaborates with the University Relations and Marketing (URM) team and campus clients throughout all stages of design and production, communicating creative vision and process; manages work requests within a tracking system; establishes and manages project plans, timelines and schedules; ensure design and production quality and continuity across all media; stays current with print and digital design, production, and technology skills and recommends software and hardware to improve design and production; helps manage and organize URM's photographic and other digital files; coordinates work of freelance designers and interns; other duties as assigned.

**Qualifications:** Bachelor's or Bachelor's of Fine Arts degree in design or art-related field. Minimum five (5) years of full-time professional graphic design experience. Online portfolio and verifiable examples of work products; expert at maintaining institutional brand standards; superior print design skills with a deep understanding of layout and typography required; expert-level skill in Adobe CC InDesign, Photoshop, and Illustrator; expert-level knowledge of publication design and production; proven ability to meet tight deadlines and handle multiple projects simultaneously; competent photography and/or illustration skills, a plus; working knowledge of digital media, web design, and motion graphics, a plus; experience using a creative project-tracking database a plus; strong interpersonal skills, and ability to work as a team member and effectively communicate with a broader university community; strong organization and planning skills.

**SALARY: \$51,000 - \$63,500**

**Range: II**

**APPLICATION:** Interested and qualified applicants should submit two copies of a cover letter, resume/curriculum vitae with link to digital portfolio, BSU Employment Application, along with a list of at least three (3) professional employment references. **Submissions without an application will not be considered.** Email or mail all documents to:

Office of Human Resources  
Bowie State University  
14000 Jericho Park Road  
Bowie, MD 20715  
JOBS@bowiestate.edu

**Bowie State University is an Equal Opportunity/Affirmative Action Employer**  
*Auxiliary aids and services for individuals with disabilities are available upon request. Please contact the University's EEO Officer at 301-860-3442.*

To download the BSU application, go to <http://www.bowiestate.edu/files/resources/staff-employment-application-revised-9-2014.pdf>

***In accordance with the Cleary Act of 2000, you are advised to contact the Bowie State University Campus Police Office for Disclosure of Criminal Incidents that occur on our campus.***