



Sterling College

Graphic Designer/Assistant

Position Summary: The Graphic Designer/Assistant provides creative support to the office of marketing communications and organizational and administrative support to the director of marketing and presidential communications and the office of the president.

Qualifications:

1. A personal commitment to Jesus Christ and support of the Christian character and mission of Sterling College.
2. Outstanding interpersonal and communication skills and the ability to function well as a member of a team.
3. Ability to complete tasks in an efficient and timely way with limited supervision.
4. Strong command of MSOffice (Office, Word, Excel) and Adobe Creative Suites (InDesign, Illustrator, Photoshop)
5. A demonstrated attitude of taking initiative.
6. Strong attention to detail and artistic sensibility and innovative design skills.
7. Excellent command of English as a spoken & written language, including spelling, grammar and proofreading skills.
8. Project management/problem solving skills with ability to manage multiple priorities and gain cooperation of others.
9. The ability to perform tasks while being frequently interrupted.
10. Experience with Web site design and updates.
11. Experience quoting and managing print jobs, as well as working with printers.
12. Associate's or bachelor's degree in graphic design, communications or related field or equivalent experience.

Responsibilities:

1. Create and develop promotional materials to meet objectives of the College in such areas as:
 - a. Enrollment: Viewbook, Departmental brochures, Junior Search piece, Mail pieces, etc.
 - b. Advancement: Promotional brochures, Mail pieces, Annual Report.
 - c. Website: Layout, Images, Slides, etc.
 - d. Sterling Magazine, Presidential E-newsletter.
2. Plan photo coverage of College events.
3. Establish relationships with area print vendors.
4. Coordinate with the Web marketing manager to determine and maintain the stylistic look of the College's website.
5. Answer the phone and greet visitors as an ambassador/representative of the president and the College to internal and external constituents.
6. Produce correspondence, including merge mailings, and file documents as appropriate.
7. Be responsible for errands as needed.
8. Maintain and order all presidents office supplies.
9. Other duties as assigned.

Reports to: Director of Marketing and Presidential Communications