TITLE OF POSITION/RANK: Graphic Designer

DEPARTMENT: Marketing and Communications, Development and University Relations (DAUR)

Fordham University’s Graphic Designer creates engaging designs for web, print, and digital/interactive media in support of the University’s strategic enrollment, retention, and fundraising goals. Reporting to the Director of Creative Services, the graphic designer will closely collaborate with a talented in-house creative team who specializes in strategic problem solving and storytelling across media platforms.

RESPONSIBILITIES:
- Design and produce a range of deliverables, including infographics, presentations, brochures, event collateral, logos, websites, microsites, signage, banners, and emails
- Help maintain institutional brand standards and strive to express and refine the brand no matter the medium
- Understand the technical requirements and best practices for producing actionable content for print, web, and social media platforms
- Stay abreast of all new techniques and trends in multichannel, multi-medium marketing efforts understanding when and how these skills can best be utilized
- Provide photo selection and identity image assistance upon request
- Assist in the maintenance of a digital asset management system and enforcement of metadata standards and uniform uploading processes
- Package projects correctly for final printer output
- Deliver campaigns on time and to the correct technical specifications
- Maintain clean and organized files, folders, and documentation for all projects

QUALIFICATIONS:
- Bachelor's degree (or equivalent experience) in a design discipline related to graphic design with 3 plus years experience producing both digital and print graphics in a professional setting
- Excellent communication (verbal, written, visual); ability to propose ideas across teams, and contextualize multiple ideas in relation to one another
- Be passionate about good type, composition, and effective communication across many mediums, both digital and physical
- Broad understanding of typography, period & current styles, design theory, and best web practices
- Ability to handle multiple projects with varying deadlines simultaneously, in an effective, courteous and timely manner
- Proficient in Adobe Suite (Photoshop, Illustrator, InDesign, Keynote)
- Front end development, knowledge of CSS/HTML required
- Working knowledge of MS Office suite, Filemaker Pro and Web authoring software a plus
- Willingness to learn and champion Fordham’s Jesuit and Catholic mission and identity

STARTING DATE: ASAP

FLSA CATEGORY: Exempt

SALARY: Commensurate with experience.

SEND LETTER & RESUME: Ruth Feldman, rfeldman4@fordham.edu

Fordham University is committed to excellence through diversity and welcomes candidates of all backgrounds. Fordham is an Equal Opportunity Employer –Veterans/Disabled and other protected categories.