PART-TIME GRAPHIC DESIGN SPECIALIST
Non-Classified Classification

College of Eastern Idaho

Open for Recruitment: Open until filled. First application review will be held the week of December 14, 2018 – interested candidates are encouraged to apply _as soon as possible_.

Salary Range: $13.00 - $14.00 hourly - Part- Time

Location(s): Idaho Falls

SPECIAL NOTIFICATION: This position is exempt from classified state service and the rules of the Division of Human Resources and the Idaho Personnel Commission.

GENERAL STATEMENT OF FUNCTION:
This position is responsible for assisting the Creative Services Manager in handling graphic design projects, performing print jobs, completing post-production of projects, maintaining cleanliness and order in Creative Services, and assisting all clients – students, employees, and outside customers alike.
Responsible for using graphic design skills to visually communicate on-campus needs, events, and other topics while adhering to and maintaining College of Eastern Idaho (CEI) brand identity on many mediums and platforms.

EXAMPLE RESPONSIBILITIES:
- Using graphic design skills to visually communicate on-campus needs, events, and other topics while adhering to and maintaining College of Eastern Idaho (CEI) brand identity on many mediums and platforms
- Printing simple and multi-step jobs on the main printer
- Assisting in various post-production needs, including cutting paper to size, doing spiral binds, hole-punching, laminating, shrink-wrapping, mounting, and adhesives.
- Assisting clients with printing and other needs within Creative Services' ability
- Attending project meetings to assess needs and find solutions
- Keeping work orders organized and meeting deadlines
- Preventing copyright and licensing violations within campus publications
- Mocking up projects and getting feedback and user-testing on developing projects
- Cash and check handling, receipt writing, and price quoting

- Photography of CEI events and as needed

MINIMUM QUALIFICATIONS:
- A Degree or comparable experience in Graphic Design
- A portfolio of high quality, original graphic design work
- Good understanding and use of art and design principles
- Excellent understanding and application of typography and hierarchy
- Self-initiative to keep up-to-date on design trends, technology, and professional techniques
- Task prioritization and time management
- Openness to giving and receiving constructive criticism
- Strong research and problem-solving abilities
- Good verbal, visual, and written communication
- Good grammar, spelling, and basic math skills
- Ability to use Adobe Illustrator, InDesign, and Photoshop for graphic design purposes

HOW TO APPLY:
Electronically submit a completed application packet **(in .pdf or Word format)** to hr@cei.edu. The application packet must include the following:
1. CEI Application (located at http://www.cei.edu/falcons/resources/hr/cei-employment-application-10-2017.pdf
2. Cover Letter
3. Résumé or VITA
4. Unofficial Transcripts
5. Three Professional References with direct contact information

Incomplete packets will not be accepted. Official transcripts required upon hire.

For additional questions contact: Human Resources at (208) 535-5495 or by email at hr@cei.edu

AA/EOE/ADA

Hiring is done without regard to race, color, religion, national origin, sex, age or disability. In addition, preference may be given to veterans who qualify under state and federal laws and regulations. If you need special accommodations to satisfy testing requirements, please contact the Division of Human Resources.