



IVCCD

NOTICE OF VACANCY

POSTED INTERNALLY:

8/30/2021

MAY BE POSTED EXTERNALLY:

9/2/2021

POSITION: Graphic Designer

STATUS: Full-Time

CLASSIFICATION TYPE: EXEMPT (Salaried)

LOCATION: District Office

JOB SUMMARY: Develops quality design solutions for publications, advertising and websites, as well as a variety of marketing-related needs throughout the District. Specific projects include (but are not limited to) the college viewbooks, annual reports, brochures, fliers, posters, postcards, programs, newsletters, curriculum guides, invitations, folders, letterhead/stationery, and related materials. Proofreads for spelling, grammar and correctness/ appropriateness of content. Develops graphics for digital advertising, social media, websites, TV monitors and other applications as needed.

**EDUCATION/
EXPERIENCE:** The right candidate will have earned a Bachelor's Degree.

ABILITIES: Knowledge of basic design elements such as composition, color and typography. Ability to communicate effectively in presenting ideas, both verbally and visually. Organizational skills to meet deadlines and stay within budget. Independent decision making, ability to exercise good judgement, and use of critical thinking skills. Working knowledge of computer software programs which include Microsoft Office (Word, Excel), Adobe Creative Suite (Illustrator, Photoshop, InDesign), website content management, and similar programs. Ability to work independently as well as collaboratively.

BASE WAGE: \$ 37,424 Yearly.
Actual annual salary will be based on experience and education and calculated for a full fiscal year, which is pro-rated to start date and FTE.

BENEFIT INFORMATION: This position offers a full-benefit package including health, dental, vision, and life insurances, long-term disability coverage, retirement plan, sick, vacation, and personal leaves, and staff development opportunities.

TO APPLY: Internal Applicants: must send a completed Internal Application Request form to ivccdjobs@ialvalley.edu. This form can be downloaded from SharePoint, under Intranet/Human Resources. If not submitting a cover letter and resume, please note that the existing documents from the HR file should be added to the form for committee review.

If you experience issues completing the employment application online please update your web browser or use a different browser and try again.

External Applicants: Please click here for our online application http://www.ialvalley.edu/district/forms/affirmative_action.php.

Applicants will be asked to include cover letter and resume once the on-line application is ready to be submitted. Contact information is also located on our website.

Faculty Positions: Send unofficial transcript(s) with application materials. Official college transcript(s) will be required at the time of hire.

Non-Faculty Positions: Official college transcript(s) will be required at the time of hire.

Athletics/Coaches: Official college transcript(s) are required only if combined with a regular faculty or non-faculty position.

CLOSING DATE: Open until filled

IVCCD is committed to provide equal opportunities in its employment practices and policies for all employees and applicants for employment without discrimination on the basis of age, color, creed, disability, gender identity, genetic information, national origin, race, religion, sex, sexual orientation, and veteran status.

Retaliation against any individual for reporting discrimination or assisting in providing information relevant to a report of discrimination is strictly prohibited by IVCCD and constitutes a violation of this policy.