Graphic Designer

Recruitment #:	S2286
Review Date:	Immediate review	Open until filled
Department:	Marketing & Communication (MarCom)
Annual Salary Rate:	$3,921 - $5,992 [10 steps]

Position Summary:

The Graphic Designer will coordinate the production of printed and web-based marketing publications projects by presenting design concepts for multiple projects, bidding with outside printers as budget dictates, and preparing a full range of highly technical graphic artwork for the university. This position also helps establish and maintain the design and editorial standards of the university's publications and website, working as part of a design team.

Click here for the complete position description which includes knowledge areas and preferred qualifications.

Minimum Requirements:

- 6+ Years of Graphic Design experience OR
- Associates Degree + 5 years of Graphic Design experience OR
- Bachelor's Degree + 4 years of Graphic Design experience
- Full working knowledge of Macintosh required
- Software proficiency required in Adobe Creative Suite (Photoshop, InDesign, Illustrator especially); and Microsoft Office (Word, PowerPoint and Excel).

Preferred Qualifications:

- Working knowledge of Google Docs highly desired
- Graphic design experience in a university – or other multi-departmental institution – is highly desired.
- Freelance experience will quality
- Experience with WordPress helpful

Women, Black, Indigenous and People of Color, veterans, people who identify as LGBTQ+, and people with disabilities are highly encouraged to apply for this position, even if they do not meet qualifications exactly as listed. We are most interested in finding the best person to fulfill this role within our university community, and that candidate may be someone with transferable skills and experience rather than exact qualifications.

Required Application materials: You may submit all materials online at www.wou.edu/prostaffapp

1. WOU Employment Application form available here - classified
2. Cover Letter that addresses each qualification of the position.
3. Resume/CV
4. Diversity Statement
   a. Review the Board Statement on Diversity, Equity, Inclusion, and Accessibility and respond to the following Diversity questions

Additional Application information:

Contact information for three professional references will be requested from finalists. Western Oregon University only considers visa support for Tenure Track employees placed in specialized positions that are continuing regular university appointments for multiple years.

Background/Education Check:

A criminal background check will be completed as a condition of employment. An education check will be processed for positions requiring a formal degree as a minimum requirement.

Employee COVID-19 Vaccine Requirement:

All WOU students and employees are required to be fully vaccinated against COVID-19. All newly hired employees must meet the vaccination requirement or file an exemption prior to their first day of employment.

Benefits:

Western Oregon University offers an excellent benefits package for eligible employees which includes 95% premium paid healthcare, a generous retirement and vacation package, and reduced tuition rates for employee, spouse or dependent at any of the Oregon Public Universities. http://www.wou.edu/hr/benefits/

Equal Employment Opportunity:

Western Oregon University is an equal opportunity employer that is committed to diversity, equity and inclusion in the workplace. We celebrate our inclusive work environment and encourage people of all backgrounds and perspectives to apply. We embrace our differences, and know that our diverse team is a strength that drives our success.

Western Oregon University is committed to developing a barrier-free recruitment process and work environment. If you require any accommodations, please email us at employment[at]wou.edu and we will work with you to meet your accessibility needs.

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