

**POSITION ANNOUNCEMENT**  
**Lead Graphic Designer**

*Mount Vernon Nazarene University exists to shape lives through educating the whole person and cultivating Christ-likeness for lifelong learning and service.*

Mount Vernon Nazarene University (MVNU) is an intentionally Christian teaching university for traditional-age students, graduate students, and working adults who seek opportunities to learn and grow in an academic community of faith. The University provides the context for a transformational experience through excellent academics, service opportunities, caring relationships, and a nurturing spiritual and social environment. Faculty, staff, and students are challenged to achieve their highest potential, to become increasingly Christ-like and to make a difference in their world through lifelong service.

The University seeks a full-time 12-month, **Design Team Manager or Lead Graphic Designer** for its Marketing Department. The position reports to the Executive Director of Marketing and is available immediately, upon appointment of a successful candidate. A full complement of benefits is provided including a health care plan, retirement plan, and tuition assistance (for self and dependents). The candidate will also receive generous holidays, and vacation and sick days earned on an accrual basis.

**Responsibilities for this position include:**

*Creative (90%)*

- Serve as the lead graphic designer for print, digital, and campus design needs including a wide range of visually compelling strategic communications for traditional and online enrollment as well as general brand awareness.
- Serve as the keeper of the brand to maintain and apply MVNU brand standards and graphics policies within the Marketing Department and for other campus departments.
- Ensure consistency and quality across digital and print media, social media, advertising, signage and promotional materials.
- Stay current with design and marketing trends, particularly in higher education, to ensure innovative and relevant creative output.
- Support Marketing and campus departments on branded projects.

*Leadership/Guidance (10%)*

- Under minimal supervision, guide freelance designers in producing high-quality work and mentor student workers and/or interns.
- Provide expert guidance and recommendations to the Executive Director of Marketing, and other campus leaders, to support the development of visual strategies that align with the University's strategic goals and enhance its brand presence.
- Perform other job-related duties as assigned.

**Expectations for the successful candidate:**

*Required:*

- Evangelical Christian statement of faith, experience, and mission fit.
- Personal commitment to Jesus Christ.
- Understanding and alignment of the heritage, doctrine, and practices of the Church of the Nazarene.
- Bachelor's degree in related field and/or minimum of 3+ years relevant professional experience
- High level of general computer and software proficiency, with extensive experience in design and layout software, especially Adobe Creative Suite (InDesign, Photoshop, Illustrator)
- Experience/proficiency with Microsoft Office
- Keen eye for illustration and typography
- Definitive creative vision and high level of design sophistication — great eye for detail

- Ability to work well with a broad range of clients in order to identify and meet specific audience and client requirements
- Ability to professionally give and receive feedback from both clients and team members
- Excellent communication skills
- Experience working with professional printers and providing print specifications
- Experience creating environmental graphics and large format signage
- Ability to take projects from start to finish with minimal supervision
- Strong organizational and time-management skills
- Must be able to work well with management and develop vendor relationships
- Ability to lift 25 lbs

*Preferred:*

- Experience working in higher education
- Understanding of or experience with MVNU or similar institutions

To be considered for this position, please email a resume to [MVNU.Recruiting@mvnu.edu](mailto:MVNU.Recruiting@mvnu.edu) and complete the application, found at: <http://mvnu.edu/jobs> . Applicants submitting materials via email should attach either a Microsoft Word or .PDF File. Alternatively, materials can be faxed to (740-397-1005), or mailed to:

Mount Vernon Nazarene University  
Human Resources/Recruiting  
800 Martinsburg Road  
Mount Vernon, OH 43050

Professional and personal references are required, consistent with the responsibilities associated with this position. A background check will be performed prior to appointment. Mount Vernon Nazarene University does not unlawfully discriminate on the basis of race, color, sex, national origin, age, disability, or military service in administering its employment policies and practices. As a religious educational institution under the auspices of the Church of the Nazarene, the University is permitted by law to consider religious beliefs/practices in making employment decisions and does so to achieve its mission. The University requires as a condition of employment that all employees subscribe to standards of the Church of the Nazarene and conduct their lives in accordance therewith.