



POSITION ANNOUNCEMENT PART-TIME 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 an in-house, part-time 12-month, **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 (80%)

- Design and update marketing materials including brochures, postcards, flyers, posters, advertisements, event materials, and recruitment pieces while maintaining brand standards.
- Create and resize graphics for websites, email campaigns, social media, digital signage, and other digital platforms.
- Assist the Lead Graphic Designer in the creation and production of print, digital, and environmental graphics.
- Assist with the production and layout of publications, newsletters, reports, and other university communications.
- Maintain and organize digital asset libraries, templates, and project files.
- Ensure visual consistency and adherence to MVNU brand standards across all assigned projects.
- Collaborate with Marketing team members to execute creative concepts and support strategic communication goals.
- Participate in project planning meetings and contribute creative ideas when appropriate.

Print Production Assistant (20%)

- Prepare incoming print jobs that are not print-ready (file setup, formatting, bleed, resolution, color correction)
- Troubleshoot file issues, make needed corrections or communicate needed changes to Print Shop
- Collaborate with the Print Shop to ensure files meet production specifications.

Expectations for the successful candidate:

Required:

- Evangelical Christian statement of faith, experience, and mission fit
- 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
- Be comfortable taking direction, making revision, and helping finish projects already in progress
- 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 manage multiple small projects and 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
- Experience working in a print shop
- Understanding of or experience with MVNU or similar institutions

To be considered for this position, please email a resume to mvnu.recruiting@mvnu.edu and complete the application, found at: <http://mvnu.edu/jobs/application>. Applicants submitting materials via email should attach either a Microsoft Word or .PDF File. Alternatively, materials can be mailed to:

Mount Vernon Nazarene University
Human Resources
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.