



Posting Date: January, 2021

Position: Senior Graphic Designer

Department: Marketing and
Communications

Hours per Week: Full-Time

Founded in 1887, Alverno College is a four-year, Catholic liberal arts college for undergraduate women sponsored by the School Sisters of St. Francis. The college also offers a robust array of graduate and degree completion programs for women and men. Student learning and personal and professional development are the central focus of everyone in the Alverno College community. As Wisconsin's first designated Hispanic-Serving Institution, Alverno enrolls a highly diverse student body of virtually every demographic and experience. It is an institution that has revered tradition and encouraged innovation for more than 130 years.

The College is seeking applicants for a full-time Senior Graphic Designer located in Milwaukee, WI. Alverno College health, dental, vision, disability, and retirement plan enrollment is available to full time employees and eligible dependents. Tuition benefits are available for employees and qualified dependents.

Primary Function:

Develop, execute and continually elevate the Alverno brand in support of the college's strategic plan. Mentor and manage the college's print and web designer, while serving as a key thought leader with the six-member Marketing and Communications team.

Primary Duties and Responsibilities

*The following information is not meant to be all-inclusive.
Other duties and responsibilities may be assigned as necessary.*

1. Serve as a pillar of the Marketing and Communications team in overseeing the college's brand through strong, consistent and cohesive designs across platforms, including print and digital media.
2. From concept to completion, design creative campaigns to support the college's goals, including for the Enrollment, Advancement and Academic Affairs departments, as well as the Office of the President.
3. Mentor and guide the college's print and web graphic designer, ensuring consistency and alignment with the Alverno brand. Must be comfortable giving feedback to inspire personal and professional growth.
4. Work hand-in-hand with the Marketing and Communications team's assistant director/editor to design twice-yearly flagship *Alverno Magazine*, a three-time national award winner.
5. Counsel and lead college partners in support of internal and external work.
6. Lead relationships with outside partners on the production of projects, and work with photographers in art direction capacity.



7. Must be energized by seeking new knowledge and trends in the design world and incorporating them into a matrixed environment.
 8. Experience working with a web-based brand templating tool for design output, preferred experience with Lucidpress.
 9. Participate in department meetings, committees and official college functions as appropriate.
 10. Comply with safety procedures and maintain clean and orderly work area.
- Contribute to and advance the college's mission.

Qualifications and Education

1. Bachelor's degree in art or graphic design with a minimum of six years of experience in a professional designer role is required. Combination of two-year degree plus eight years of professional design experience will be considered. Robust professional portfolio required.
2. Must possess high-level creative, organizational, problem-solving, time-management and client partner skills, including the ability to manage through ambiguity and explain creative direction and execution to a non-technical audience.
3. Excellent interpersonal and communication skills required. Big egos need not apply! (Some days you'll be setting strategy for extensive fundraising campaigns. Other days you'll be designing campus signage.)
4. Demonstrated knowledge of visual design principles, the Adobe Creative Suite and print process (initial concept, pre-press, final printing) is required.
5. Requires attention to detail, strong organizational competence and the ability to coordinate multiple deadlines simultaneously in a fast-paced environment. Must expect and embrace frequent interruptions and professionally respond to variations in schedules and plans.
6. Must be self-directed with strong problem-solving skills, including the ability to develop innovative approaches and ideas and meet challenges with resourcefulness.
7. Working knowledge of HTML and content management system (CMS) experience is highly recommended.
8. Must be energized by working as part of a team and interacting effectively with a variety of college partners.
9. Must be able to freely move throughout the campus. The employee is frequently required to sit. Must have the ability to bend and lift as associated with normal filing and storage procedures. Requires the ability to speak and hear. Specific vision abilities required by this job include close vision and color vision.

Successful candidates will have a demonstrated commitment to promoting diversity, inclusion, and multicultural competence in an educational and work environment and must be willing to contribute to the College's strategic plan of inclusion.

How to Apply

Apply on-line at <https://www.alverno.edu/jobs/apply/login.php>

Please attach your cover letter, resume, and list of references to the online application.

Alverno College is an Equal Opportunity Employer and committed to workplace diversity



ALVERNO COLLEGE
ESTABLISHED 1887