

**ALABAMA COMMISSION ON HIGHER EDUCATION
POSITION ANNOUNCEMENT**

**GRAPHIC DESIGN AND PRODUCTION SPECIALIST
(TEMPORARY)**

The Alabama Commission on Higher Education is accepting applications for the position of a Graphic Design and Production Specialist. This is a part-time temporary position that reports to the Information Technology Systems Manager.

RESPONSIBILITIES INCLUDE:

- Provide a professional level of creative and graphic design skills and implement creative graphic design material.
- Provide a variety of graphic design services related to projects that include, but are not limited to, print and digital publications, reports, pamphlets, banners, web and social media graphics, brochures, posters, signs, booklets, bulletins, educational information, logos, advertisements, maps, illustrations, displays, slideshows, etc.
- Select colors, images and typeface within agency standards, and determines the placement of images, illustrations and text within a layout.
- Consult with internal and external stakeholders to evaluate communication needs, study data and consider target audience, conduct creative analysis and research, and formulate design solutions.
- Assisting the with other functions of the Information Technology Systems department as needed.

EDUCATIONAL/KNOWLEDGE REQUIREMENTS:

- Minimum of Associate's degree in Fine Arts, Graphics Design, or related field is preferred.
- Prior experience in a professional graphic design environment is preferred.
- Experience with Microsoft Office Suite.
- Proficiency with Adobe Creative Suite (Photoshop, InDesign, Illustrator, etc.) or equivalent is preferred.
- Experience with WordPress or equivalent content management system software is preferred.
- Excellent graphic design skills and knowledge of advance graphic design technologies and emerging design trends.
- Work independently in a fast-paced environment while meeting deadlines and managing multiple projects.
- Ability to work independently, be self-directed and solutions oriented.
- Sound organizational and planning skills.
- Effective oral and written communication skills.

DEADLINE FOR APPLICATIONS: Position opened until filled. Application reviews will begin on October 28, 2022.

SALARY: Commensurate with education, training, and/or experience directly related to the responsibilities of the position.

TO APPLY: Submit – (1) Cover Letter (must be an attached letter, not an email), which addresses the specific educational/knowledge requirements, (2) A portfolio of at least five (5) professional pieces (both graphics and website) that demonstrate the candidates design skill, and (3) resume. Emailed applications are acceptable. References may be requested of the selected finalist.

SEND TO: Jacinta Whitehurst at: jacinta.whitehurst@ache.edu

For additional information about ACHE visit: www.ache.edu

THE ALABAMA COMMISSION ON HIGHER EDUCATION IS AN EQUAL OPPORTUNITY EMPLOYER