



OTTERBEIN UNIVERSITY

Job Posting

Job Title: Multi-Media-Graphic Designer
Job Class: Staff
Department: Marketing and Communications
Reports to: Director of Creative Services
FLSA status: Full-time/ exempt
Anticipated start date after June 15, 2019

To Apply: Please email an [Otterbein Employment Application](#), resume and cover letter to hr.jobs@otterbein.edu addressing this position in the subject; FAX 614-823-1511; or mail to Otterbein University, Human Resources, 1 South Grove Street, Westerville, OH 43081. Only submissions with a completed application will be reviewed.

For an Otterbein Employment Application or more information: Please visit <http://www.otterbein.edu/careers>

BENEFITS at Otterbein include: tuition benefits for employees and their dependents, 4 weeks of vacation, 11 paid holidays, medical, dental, vision, and competitive employer contributions to a 403(b) retirement plan.

ABOUT OTTERBEIN UNIVERSITY: Historically progressive. That is the hallmark of Otterbein University and those connected to this private university nestled in the picturesque, historic Uptown Westerville district in central Ohio. Otterbein University was established in 1847, a set of deeply rooted values still guide this model community of leaders and learners. Otterbein has set the pace by providing an educational experience that is progressive, innovative and inclusive. Today Otterbein University enrolls 2,495 undergraduate students in more than 70 majors and 393 graduate students working toward one of six master's degrees or a doctor of nursing practice degree. Students come from towns throughout Ohio and represent 42 states and 9 countries, enriching the campus through their individual and collective diversity. Integrity, humane values and an inherently just, moral compass have guided Otterbein's forward-thinking vision and actions—from its curriculum to its responsibilities as a member of academic, regional and global communities.

SUMMARY: Responsible for visual development for graphic, digital design, layout and production design by performing the following duties:

ESSENTIAL DUTIES AND RESPONSIBILITIES include the following. Other duties may be assigned.

Designs multi-media assets for digital marketing products such as:

- Digital images for the purpose of animation
- Videos with motion graphics

- Audio/video files to be edited and manipulated digitally
- Artwork to be used on web and digital screens
- Animated sequences using computer software.

Designs graphic assets for the following marketing tools:

- Brochures,
- Print ads
- Banners
- Billboards
- Booklets and Postcards
- Signage and any other tools as assigned.

Take written ideas in the form of a creative brief or spoken ideas via brainstorming sessions and translate them seemingly into visuals, layouts and designs for print and digital platforms.

Clear understanding of how integrated marketing and advertising campaigns work

Create visual aspects and layout of marketing and advertising tools including billboards, infographics, digital ads, print ads, posters, brochures, collateral and magazine layouts.

Work collaboratively in a creative team setting and communicate as needed with members of the Division of Institutional Advancement and across the University.

Design Website slides for Marquee stories and other essential components for web design and multimedia presentations.

As a member of the Institutional Advancement team, the successful candidate is expected to participate and support University and Division special events and projects.

Other duties may be assigned.

SUPERVISORY RESPONSIBILITIES: N/A

QUALIFICATIONS: To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

EDUCATION and/or EXPERIENCE: Bachelor's Degree in visual communications or multi-media preferred. Three (3) years of directly related office experience.

Experience conceptualizing, designing and editing motions graphics for videos and multi-media presentations.

The successful candidate must be able to work in a fast-paced environment on up to 5 projects at a time for various clients and have the ability to maintain composure while meeting client expectations

Excellent written and verbal communication skills.

Chosen candidate must demonstrate ability and knowledge with portfolio of work (graphic and audio-visual portfolio).

CERTIFICATES, LICENSES, REGISTRATIONS: N/A

LANGUAGE SKILLS: Must demonstrate excellent verbal and written English skills including grammar.

ORGANIZATIONAL SKILLS: The successful candidate must possess superb organizational skills in order to accomplish deadlines and projects in a timely manner.

TECHNICAL SKILLS: Command the use of the Adobe Creative Suite for graphic design purposes and Adobe After Effects, Premiere Pro, Final Cut Pro and Smoke Video Effects Software or a similar software for motion graphics. Understanding of preproduction, production and postproduction processes. Ability to edit sounds and visuals. Drawing skills to sketch storylines and boards for video concepts.

REASONING ABILITY: Must possess excellent attention to details; must be a team player and interact collegially with co-workers and other constituencies. Must possess excellent customer service skills. Must possess strong leadership skills. Ability to exercise initiative and independent judgment in unusual or new situations. Must be able to work independently and must retain confidential information.

MISSION CRITICAL COMPETENCIES

- **COMMUNICATION**
Organizes ideas in a clear, logical flow that can easily be understood. Demonstrates a willingness to share ideas and encourages other to do the same. Demonstrates active listening skills by summarizing or paraphrasing understanding of what speakers say in questions or comments to verify understanding and prevent miscommunications.
- **CUSTOMER SERVICE**
Makes customers and their needs a primary focus of one's actions. Develops and sustains productive customer relationships. Presents a professional, positive manner with customers.
- **PRIORITY SETTING**
Seeks to accomplish critical tasks with measurable results. Shows a significant level of effort, persistence and time commitment to achieve goals. Does not allow mistakes, failure and other personal crises to undermine results. Keeping on point and timely decision making.
- **BEING OPEN AND RECEPTIVE**
Composure; humor; listening; patience; and personal disclosure.
Interruptions should not affect productivity or focus throughout the work day.
- **DEMONSTRATING PERSONAL FLEXIBILITY**
Dealing with paradox; personal learning; self-development; and self-knowledge

PHYSICAL DEMANDS: The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee is frequently required to talk or hear, sit, reach and use repetitive motions of hands and wrists. The employee is occasionally required to stand, walk, stoop or bend. The employee must occasionally lift and/or carry up to 20 pounds and occasionally push and/or pull up to 20 pounds. This position requires close vision. Must be able to meet regular and predictable attendance standards.

WORK ENVIRONMENT: The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Duties are performed in an environmentally controlled office setting; noise levels as expected in normal operation of office equipment.

This description is intended to indicate the kinds of tasks and levels of work difficulty that will be required of positions that will be given this title and shall not be construed as declaring what the specific duties and responsibilities of any particular position shall be. It is not intended to limit or in any way modify the right of any supervisor to assign, direct and control the work of employees under supervision. The use of a particular expression or illustration describing duties shall not be held to exclude other duties not mentioned that are of similar kind or level of difficulty.

Otterbein University is an Equal Opportunity Educator and Employer.

Otterbein University is committed to providing a welcoming environment free from unlawful discrimination. To this end, the University prohibits any form of discrimination against any person on the basis of race, color, sex, gender, pregnancy, religion, creed, marital status, partnership status, age, sexual orientation, gender identity, gender expression, national origin, disability, military status, or any other legally protected status in its programs and activities. However, the University's commitment to a nondiscriminatory environment is not intended to abridge unduly its commitment to academic freedom, free speech, or its educational mission. Inquiries or complaints regarding any form of discrimination or harassment may be directed to:

Scott Fitzgerald Director of Human Resources and Legal Affairs
Title IX Coordinator
614.823.1130