Manor College in Jenkintown, PA is looking for a full-time Graphic Designer.

Position Summary

The Graphic Designer produces branded graphic designs that can be used across multiple channels including print, web, and social media. This position designs and develops original, high-quality graphic design content for a variety of audiences to support college goals for recruitment, advancement, events, communications, campus life, athletics and more. This position is based in Jenkintown, PA and offers hybrid flexibility.

This position plays a critical part of the creative services team within the Office of Marketing Communications department at Manor College. The Graphic Designer will create print and digital visual concepts to communicate ideas that inspire, inform or captivate prospective students, alumni, current students and the Manor College community. The Graphic Designer will manage specific design & communication projects to elevate the Manor brand and improve advertising relative to strategic institutional goals and suggest strategies to reach a particular audience and recommend the message the design should portray. Create designs, concepts and sample layouts based on knowledge of layout principles and esthetic design concepts.

Specific Responsibilities & Essential Functions

- Create branded graphic design projects for various areas for print, digital, and experiential formats.
- Coordinate and assist with print production services, including working with print vendors, preparing files to print specifications, preparing files for final production, and reviewing design proofs.
- Collaborate with colleagues and vendors (copywriters, videographers, communications, marketing, and public relations), and campus partners to understand the goals of each campaign and project.
- Attend photo and video shoots to provide art direction.
- Stay relevant by researching graphic design and visual communication best practices within and outside of the higher education industry.
- Understand and follow established processes for editing, reviewing, and finalizing projects within project management software.
- Be a culturally competent employee who attends/completes mandatory diversity and inclusivity training as provided by the college.
- Produce unique, captivating, impactful and compelling designs.
- Fulfill general design requests, supply of materials and day-to-day design needs to tight deadlines, working within the parameters of a fast-paced organization
- Ensure that all deadlines are met and that projects are on time and on budget
- Brainstorm new creative concepts and designs.

- Document best practices and update graphic standards manual, as needed.
- Promote and uphold Manor's Catholic Basilian Mission
- Performs other duties as assigned.

Criteria & Qualifications

- Bachelor's degree in Graphic Design or B.F.A. in Graphic & Interactive Communications or a related field/degree.
- Strong attention to detail and deadlines.
- Must provide a creative portfolio that includes both print and digital samples.
- Knowledge of graphic design software: current versions of InDesign, Photoshop, Illustrator, and Adobe Creative Suite
- Strong artistic sensibility
- Ability to manage multiple projects in various stages of design/production.
- Candidates with photography and videography skills are preferred.
- Demonstrated ability to develop strong, collaborative relationships and work effectively with a wide range of constituencies in a diverse community
- Ability to create templates, package files for print production, secure estimates and main vendor relationships
- Proven ability to manage phone and in-person communication with confidence and strong customer service skills including tact and diplomacy
- A strong work ethic, strong research skills & attention to detail, flexibility, initiative, creative problem-solving abilities, a high level of energy and the ability to work independently
- Organizational, analytical, and critical thinking skills and the ability to manage and prioritize multiple projects concurrently in a deadline-oriented environment
- Ability to exercise good judgment and to manage complex projects from planning through implementation
- Ability to establish and monitor processes for editing, reviewing and finalizing projects

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