101535 Graphic Design Assistant (Pay Grade 27N) Office of the Vice Provost

DEADLINE: August 15, 2013

Responsibilities: Reporting to the Assistant to the Vice Provost, this position has the following responsibilities:
1. Produce electronic and print publications, including finished artwork, in support of administrative and service projects and public relations activities; prepare composition, design, and layout; assist translating ideas into visual presentation. Examples of publications include newsletters, library information brochures and packets, exhibition catalogs, curriculum support publications, and more.
2. Design graphic materials in the form of post cards, invitations, holiday cards, diagrams, graphs, illustrations, charts, maps, lettering, etc. Proofread and make revisions as provided.
3. Prepare correspondence, proposals, presentations, forms, press releases, mailing labels, etc.
4. Perform secretarial responsibilities for the Office of the Vice Provost, as needed, as backup for two Administrative Assistant II positions.
5. Provide backup support and assistance to staff in the Library administrative office reception area.
6. Perform other public relations support work, as needed.

Qualifications: High school diploma or GED with two years of graphic design experience. Graphic design related course work including photography preferred. Requires experience in the field of commercial art in an educational, media or related environment; knowledge of the techniques utilized in producing visual aids for instructional purposes; ability to create and produce visual aids, finished artwork, posters/displays and/or publications; demonstrated aptitude to use graphics software; skill in the use of a variety of media and digital imaging equipment; slide-making skills using copy stand photography; ability to analyze graphic artwork problems and design effective solutions; general graphic design ability; and the ability to communicate effectively and interact well with people of all ages and diverse backgrounds.

Preferred qualifications: Ability to accurately discern colors, focus images, and troubleshoot related problems; experience with MS Office, Quark, Dreamweaver, HTML, InDesign, Photoshop and other publishing and graphics software; excellent proofreading skills and attention to detail.

Hours: Monday through Friday 8:30am – 5pm.

To Apply: Include cover letter and resume, along with the names and contact information of three employment references, in a single document, following University of Delaware application instructions at [http://www.udel.edu/udjobs/](http://www.udel.edu/udjobs/) by August 15, 2013.

Equal Employment Opportunity

Employment offers will be conditioned upon successful completion of a criminal background check. A conviction will not necessarily exclude you from employment. The University of Delaware is an Equal Opportunity Employer which encourages applications from Minority Group Members and Women. The University’s Notice of Non-Discrimination can be found at [http://www.udel.edu/aboutus/legalnotices.html](http://www.udel.edu/aboutus/legalnotices.html)