

Dallas International University

Graphic Designer

Job Description

Description:

The Graphic Designer is responsible for preparing the design of electronic and print media that meet corporate result standards and objectives. They assist as directed with graphics and interior design in support of DIU planning project. Also, they advise on DIU publications, both print and electronic, ensuring consistency.

Authority:

The Graphic Designer is responsible to the Director of Communications. The areas of authority are in design of electronic and print media.

Responsibilities:

- Scanning, drawing, designing, photo retouching, printing, and proofing programs and devices.
- Work with a team to develop and refine media projects including writers, photographers, illustrators, and others.
- Evaluate illustrations and photographs and plan the presentation of the material.
- Arrange layout based on available space, implementing layout principles and aesthetic design concepts including typography, color, balance, and information hierarchy.

Required Knowledge, Skills and Abilities

- Has good knowledge of both the print and electronic processes, techniques and procedures in the publishing and printing industry related to the design of electronic and print media.
- Proficient in the use of PhotoShop, Corel Draw, Adobe Illustrator, InDesign and/or other design software tools, for either Windows or Mac operating systems, graphic tablets, and laser printers for both B&W and color.

Education and Experience

- At least 2 years successful experience designing print and/or electronic media using trade software. *Portfolio must be submitted for review.*