BERGEN COMMUNITY COLLEGE

JOB DESCRIPTION

TITLE: Supervisor of Graphic Services

DEPARTMENT: Public Relations/Human Resources

FUNCTION: Manages assigned departmental projects from end to end including posters, flyers, brochures, web design, advertisements, newsletters and postcards. Conducts client meetings to gather information and requirements and creates graphic designs for integration into overall messaging and mediums.

REPORTS TO: Managing Director of Public Relations

SUPERVISES: N/A

MAJOR RESPONSIBILITIES:

1. Manages assigned departmental design projects from end to end including posters, flyers, brochures, web design, advertisements, newsletters and postcards.
2. Ensures each project phase moves along in a timely manner, from project inception to design, review, edits and approvals.
3. Conducts client meetings to gather information and requirements and creates graphic designs for integration into overall messaging and mediums; may perform copy-editing or editorial staff may handle that function depending upon the project at hand.
4. Collaborates with departmental team and/or Managing Director to brainstorm graphic design possibilities and ideas for projects.
5. Provides regular status updates on projects against established objectives, expectations, and timeframes.
6. Performs project mounting for signage.
7. Performs additional tasks or duties as assigned by the Managing Director of Public Relations, or other designated management.

MINIMUM QUALIFICATIONS:

Knowledge, Skills and Abilities: Demonstrates understanding of the community college mission and practices an open door policy. Possesses comprehensive knowledge of design programs including QuarkXPress, Photoshop and Dreamweaver, as well as strong project management and teamwork skills. Has the ability to effectively apply creativity to work produced. Has advanced proficiency in the use of the Microsoft Office suite. Exhibits strong skills in:
• Communication
• Customer and Student Focus
• Building Relationships
• Organizing
• Planning

**Education:** Bachelor of Arts or Bachelor of Fine Arts required in Graphic Design; Master of Arts or Master of Fine Arts in Graphic Design is preferred

**Experience:** Minimum of 3 years in a similar role, preferably in higher education.

*Bergen Community College is an equal opportunity employer and does not discriminate on the basis of race, color, religion, age, sex, national origin, disability, or veteran status.*

Submitted by: _____________________  Date: ____________
Name/Title

Approved by: _____________________  Date: ____________
Name/Title

Reviewed by: _____________________  Date: ____________
Human Resources

Board Approval: _____________________  Date: ____________
Board Approval

THE COLLEGE RESERVES THE RIGHT TO MODIFY JOB DESCRIPTIONS AT ANY TIME WITH OR WITHOUT NOTICE