



501 East 38th Street  
Erie, PA 16546

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[mercyhurst.edu](http://mercyhurst.edu)

## Graphic Designer

**Location:** Erie

**Department:** Marketing

**Reports To:** Director of Marketing and Brand Management

**Full/Part Time:** Full time

**Classification:** Non-exempt

### POSITION SUMMARY

A member of Mercyhurst University's dynamic, creative, and responsive Marketing team, the Graphic Designer creates visual content and assists with other design initiatives for the University and its various constituencies, including

## EDUCATION AND EXPERIENCE

- € Experience producing layout and design for magazines, newsletters, brochures, digital advertising, and collateral; have a strong knowledge of the print process and how files are prepared for press.
- € Bachelor's degree in graphic design or related field from an accredited college or university.
- € Professional design and print production experience required.
- € Knowledge of CMYK, RGB and PMS color printing and resolution standards.
- € Advanced proficiency with Adobe Creative Suite products, especially InDesign and Photoshop.
- € Have knowledge in project management systems, web and content management software, and Word Processing software.
- € Strong knowledge of Microsoft Office products or equivalent combination of education and experience.
- € Photography and video editing experience a plus.

## SKILLS AND ABILITIES

- € Scheduling - While the position is primarily first shift, occasional evening and weekend hours may be required.
- € Ability to manage multiple projects simultaneously under demanding deadlines.
- € Be a self-starter who possesses both detail orientation and a creative flair.
- € Exhibit strong presentation skills.
- € Ability to solve practical problems and deal with a variety of concrete variables in situations where only limited standardization exists.
- € Ability to interpret a variety of instructions furnished in written, oral, diagram, or schedule form.
- € Have knowledge of Adobe Creative Suite, project management systems, web and content management software, and Word Processing software.
- € Photography and video editing experience a plus.

## APPLICATION PROCESS

Review of applications will begin immediately and continue until the position is filled or until date indicated above. Send cover letter, resume and 3 work-related references to:

Human Resources  
Mercyhurst University  
501 East 38th Street  
Erie, PA 16546  
[hrinfo@mercyhurst.edu](mailto:hrinfo@mercyhurst.edu)

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