聖若瑟大學
UNIVERSITY OF SAINT JOSEPH

Vacancy

The University of Saint Joseph (USJ) is currently looking to fill the following vacancy in the Public and International Relations Office (PIRO):

Graphic Designer (Ref. Code: PIRO-B174)

Responsibilities include, but are not limited to:

- Support the project management, copy, production, and print purchase functions associated with the development of a variety of marketing materials;
- Write and edit basic copy and headlines, as appropriate;
- Create new design and photo concepts, maintaining a unified look across print and web;
- Contribute excellent design skills with creative, timely, and bold concepts for marketing and branding projects with a strong eye for a simple yet strong design;
- Develop and execute creative concepts and designs that meet brand guidelines (work with Senior Management to update brand guidelines as they evolve);
- Design and update visual and digital communications and marketing material including, but not limited to email marketing, advertising materials, infographics, brochures, signage, direct mail, promotional products and digital graphics;
- Assist social media strategy, delivering assets on deadline and communicating any issues far in advance to allow for problem-solving;
- Coordinate with outside vendors, project managers, clients, and other staff to deliver projects on schedule, within budget, and within internal standards and processes;
- Partner closely with all units to identify problems and translate them into creative solutions that drive admissions metrics.

Requirements:

- Bachelor Degree in Design (Master Degree is an advantage);
- Proficiency with Adobe Creative Cloud (e.g., Photoshop, InDesign, Illustrator, Animate, Adobe XD; Premiere Pro and After Effects a plus);
- Proven experience with core principles of web design and user experience with basic knowledge of HTML, working within a content management system (WordPress) and various social media platforms (Facebook, Instagram, LinkedIn, YouTube);
- Proven experience in brand and identity design;
- Ability to visually interpret and conceptualise artwork from the University staff's requests;
- Ability to understand the Senior Management's artistic preferences and satisfying their standards and expectations;
- Excellent ability to visually represent ideas and provide sketches or present design concept;
- Good typography;
- Excellent verbal and written communication skills (English and Portuguese; Chinese a plus);
- Strong conceptual and critical thinking skills with excellent ability to explain and support;
- Excellent organizational and time management skills with attention-to-detail;
- Collaborative attitude and a sense of teamwork;
- Ability to create three-dimensional models;

Preferred Availability: As soon as possible