Graphic Design Specialist

The Graphic Design Specialist assists the Vice President of Communications and other board personnel with illustration and design of varied projects to effectively convey the Arizona Board of Regents’ strategies, news and views regarding higher education at Arizona’s public universities. This position reports directly to the Vice President for Communications.

The Graphic Design Specialist works closely with the communications team. This position designs, illustrates and prepares a variety of brochures, annual reports, instructional materials, websites, posters, exhibits, flyers, letterheads, logos, certificates, forms, newsletters, departmental publications and printed materials. Creates electronically designed page layouts and develops web-based graphics. Prepares sketches, renderings, drawings, cover illustrations, and various artwork involving mechanical and freehand drawing and lettering. Prepares graphic design and layout work. Develops and suggests new ideas or modifies existing ideas. Demonstrates graphic design techniques and advises other board personnel on techniques and best practices. Prepares printing specifications for third-party printing; obtains bids and recommends contract awards; maintains contact with vendors to ensure adherence to time schedules and specifications; coordinates production; proofs typesetting and printing for adherence to specifications; determines if quality standards have been met. Maintains accurate records of work in progress for accounts payable. Designs and implements web pages and applications and redesigns existing web pages. Develops project timelines and deadlines. May coordinate and lead the work of others. May use a variety of desktop publishing, graphic design, web development/management and animation tools.

Minimum qualifications include: Bachelor’s degree in graphic design or related field AND four (4) years of experience in graphic design and/or website design OR, any equivalent combination of education and/or experience from which comparable knowledge, skills and abilities have been achieved.

Send cover letter, résumé, names and telephone numbers of three work-related references to: hr@azregents.edu or ABOR • 2020 North Central, Suite 230 • Phoenix, Arizona 85004. The review of applicants will begin on September 26, 2016 and will continue until position is filled.

The Arizona Board of Regents is an equal employment opportunity and affirmative action employer.