



NOTICE OF VACANCY
Graphic Designer/Photographer

Reports To: Director of Public Relations

Description of Position: At Mississippi Delta Community College (MDCC) we value the ability to serve students from a broad range of socioeconomic backgrounds, genders, abilities, and orientations. We prioritize applicants who demonstrate they understand the benefits a diverse student population brings to a community college. The successful Graphic Designer /Photographer will be an equity-minded individual committed to student success by collaborating with faculty, staff, administration, students, and community partners who support the institution's mission.

Duties and Responsibilities: The Graphic Designer/Photographer, under the direction of the Director of Public Relations, is a multi-faceted position responsible for providing creative services for visual communication content in accordance with marketing and advertising goals of the College. This position participates and assists in various projects as a key member of the Public Relations team. The Graphic Designer/Photographer will be expected to:

- Develop concepts for and design print and digital collateral materials, including but not limited to brochures, website graphics, advertisements, social media graphics, fact sheets, infographics, e-newsletter campaigns, invitations, postcards, flyers, posters, and presentations.
- Illustrate concepts by designing a rough layout of art and copy regarding arrangement, size, type size and style, and related aesthetic concepts.
- Develop creative pieces for multiple projects at a time while ensuring quality and completion by project deadlines.
- Serve as the College photographer
- Assist in coordinating campus photography and maintain a calendar of photography events for the Office of Public Relations.
- Assist with creating and publishing content on the College's social media platforms.
- Assist with projects that will include occasional working hours outside of regular office hours, including nights and weekends and occasionally off-campus.
- Perform all other duties as assigned by the Director of Public Relations.

Mandatory Qualifications

- Applicant must have a successful record of accomplishment with work experience related to the position's essential functions listed above.
- Applicant must hold the minimum of a bachelor's degree in art, drawing, graphic design or a closely related discipline from an accredited institution.
- Applicant must have excellent written and oral communication skills.

Mississippi Delta Community College does not discriminate on the basis of age, race, color, national origin, religion, sex, sexual orientation, gender identity or expression, physical or mental disability, pregnancy, or veteran status in its educational programs and activities or in its employment practices. The following person has been designated to handle inquiries regarding the non-discrimination policies: Dr. Steven J. Jones, Vice President of Administrative Services, Tanner Hall, Suite 202, P. O. Box 668, Moorhead, MS 38761, 662-246-6304; EEOC@msdelta.edu.

- Applicant must have advanced computer and software knowledge necessary to perform duties associated with the position.

Mandatory Requirements

- Applicant must have a successful record of accomplishment with work experience related to the position's essential functions listed above.
- Applicant must hold the minimum of a bachelor's degree in art, drawing, graphic design or a closely related discipline from an accredited institution.
- Applicant must have advanced computer and software knowledge necessary to perform duties associated with the position.
- If selected, applicant must submit a portfolio with completed graphic design work and photography samples at the time of the interview.
- If selected, the applicant must give a brief five-minute presentation at the time of the interview.

Desirable Qualifications (but not required)

- Extensive graphic design work experience producing print and web materials
- Professional photography experience or college course work in photography
- Previous work experience in a higher education setting

Physical Demands

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

The employee must occasionally lift and/or move up to 25 pounds. Specific vision abilities required by this job include close vision. This position may require prolonged periods of viewing a computer screen.

Work Environment

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. The noise level in the work environment is usually moderate.

Terms of Employment

This is a full-time or Part-time, 12 month, exempt, Non-teaching position.

Salary

The salary will commensurate with education and experience.

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Application Procedures

Applicants should submit all of the following in order for their application to be considered for employment:

1. MDCC Employment Application (**online only**)
2. **Unofficial** College Transcript(s)
3. Current Resume
4. Authority to Release Information Form/ Consent Form

The MDCC Employment Application can be found on the MDCC Human Resources website, <https://msdelta.formstack.com/forms/applicationforemployment>

Official transcripts may be sent directly from the university/college electronically to humanresources@msdelta.edu or via postal mail to:
Office of Human Resources - P. O. Box 668 - Moorhead, MS 38761

Deadline

Internal/External Deadline, December 2, 2021 at 5:00 p.m.

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