



## GRAPHIC DESIGNER

Wofford College invites applications for a graphic designer in the Office of Marketing and Communications. This is a full-time, exempt position that works with all administrative staff and faculty departments. The position directly reports to the creative director. Hours of work performance are approximately 40 hours per week. Depending on activities, special events and deadlines, evening and weekend hours may be required at times; otherwise, the normal work schedule is 8:30 a.m. to 5 p.m., Monday through Friday.

The graphic designer should be both creative and analytical, with the ability to produce distinctive, branded designs while managing multiple projects, deadlines and clients. Critical to this role is both the technical expertise to work with industry-standard design software and the aesthetic to help tell Wofford College's story through photography, design, layout, original art and graphics.

### KEY RESPONSIBILITIES:

- Consulting with internal clients to conceptualize and produce graphic design and marketing collaterals that effectively and creatively support the college's brand.
- Working to meet established production schedules and deadlines as assigned by the creative director.
- Communicating with clients in a professional manner.
- Supporting social media, web, photography and other digital art requirements.
- Managing branding, signage and campus-wide creative concepting.
- Safeguarding Wofford's brand identity and messaging through consistent and accurate execution within all mediums.
- Following production through to completion.
- Understanding Wofford's marketing and communication objectives and working collaboratively with team members to meet institutional goals.
- Providing creative direction for photoshoots, publications and videos.

### QUALIFICATIONS:

- A bachelor's degree or certification in graphic arts.
- At least three years experience in graphic design and creative direction.
- Competency using industry standard design platforms — Adobe products for Mac.
- Experience in pre-press production, including color correction, photo editing, marks, bleeds, fonts, file generation and uploads, etc.
- Excellent organizational and time management skills.
- Strong interpersonal and communications skills.
- Critical thinking/problem-solving skills and the ability to receive and implement constructive notes and edits from supervisor/clients.
- Proven initiative, innovation and creative skills with an eye for detail and an emphasis on quality work.

- History of regular and sustained attendance.
- Ability to learn quickly and thrive in a collaborative setting.
- The willingness to adapt and provide other assistance to Team OMC and Wofford College as necessary.
- Other preferred skills include photography, an understanding of the printing process and web design.

**APPLICATION:**

All application materials must be submitted electronically to [GraphDesign@wofford.edu](mailto:GraphDesign@wofford.edu). Application materials include: (1) a letter of interest explaining how you meet the qualifications for this position, (2) a current resume and (3) names and contact information for minimally three professional references. For assured consideration, application materials must be received no later than midnight on October 31.

**EEO STATEMENT:**

Wofford College values diversity within our students, faculty and staff, and strives to recruit, develop and retain the most talented people. Wofford College does not discriminate in employment on the bases of race, color, creed, religion, sex, (including pregnancy, childbirth or related medical conditions, including but not limited to lactation), sexual orientation, transgender status, gender identity, age, national origin, disability, veteran status or any other legally protected status in accordance with applicable federal, state and/or local laws.

It is the policy of Wofford College to provide reasonable accommodations. If you require an accommodation to participate in any part of the hiring process, please reach out to [HumanResources@Wofford.edu](mailto:HumanResources@Wofford.edu).

**TITLE IX COMPLIANCE:**

Wofford College is committed to providing an educational and work environment, including programs and activities, that is free from discrimination, harassment and retaliation. In compliance with Title IX of the Education Amendments of 1972, Wofford College does not discriminate against any employee, applicant for employment, student or applicant for admission on the basis of sex.

Inquiries related to the application of Title IX at Wofford College can be made as follows:

**Wofford College**

Matthew Hammett  
Director for Civil Rights, Title IX Compliance and Student Risk Assessment  
Title IX Coordinator  
429 North Church Street  
Snyder House  
Spartanburg, SC 29303  
864-597-4048  
[hammettmk@wofford.edu](mailto:hammettmk@wofford.edu)

**External Inquiry:**

Office for Civil Rights (OCR)  
U.S. Department of Education  
400 Maryland Avenue SW  
Washington, D.C. 20202-1100  
800-421-3481

[OCR@ed.gov](mailto:OCR@ed.gov)

<https://www.ed.gov/ocr>

**DISCRIMINATION, HARASSMENT AND TITLE IX REPORTING:**

Individuals who experience harassment or discrimination on the basis of their membership, or perceived membership, in a protected class are encouraged to contact Wofford's Title IX coordinator via email, phone or mail at any time or in person during normal business hours. The Title IX coordinator can assist individuals in making a report or formal complaint, connecting with campus and community resources, and accessing support with academics, housing and/or employment.

Individuals may also submit a report through the online Discrimination and Harassment Reporting Form. Reports can be submitted anonymously, but anonymous reports may limit the College's ability to address reports.

All reports will be reviewed and addressed using Wofford's Nondiscrimination and Anti-Harassment Policy and Procedures.