POSITION ANNOUNCEMENT

JOB TITLE	**VISUAL AND DIGITAL DESIGN SUPPORT**
TYPE OF VACANCY	**CONTRACTUAL**
DEPARTMENT/UNIT	**OFFICE OF UNIVERSITY RELATIONS**
REPORTS TO	**SENIOR MANAGER OF COMMUNICATIONS**

SUMMARY: The Visual and Digital Design Support lends support for projects and systems directly related to the visual representation of University of The Bahamas. This entry-level position is an excellent opportunity to positively impact the UB brand and identity through the production of high quality, creative digital and visual assets for a variety of media platforms including animations, video clips, other collateral.

DUTIES & RESPONSIBILITIES: The position of Visual and Digital Design Support, is required to perform a variety of tasks including, but not limited to, the following:

- Actively contribute to creative ideation and brainstorming to conceputalise a diverse range of visual and digital communications and collaterals for internal constituents, external stakeholders and the public;
- Collaborate with various clients and conduct research to assist with the production of compelling content for print, online and social media channels that reflect UB's brand identity;
- Assist with the creation of mock-ups for visual design projects;
- Utilize design principles, typography, and page layout for both print and online channels;
- Maintain brand consistency throughout all assigned projects;
- Assist in the production of brand-appropriate, compelling assets that include, but are not limited to, online banners, digital brochures and publications, and animations that positively project the University brand;
- Maintain up-to-date digital archiving of all assets for photography, visual, digital and graphic designs;
- Provide support for larger graphic design projects as needed;
- Work cohesively as part of a larger team and with creative leads, on fast pace schedules, for multiple simultaneous projects, on the production of deliverables; and
- Perform other duties as assigned related to visual and digital design.

REQUIREMENTS:
- Professional portfolio demonstrating requisite skills;
- Proficiency in Adobe InDesign, Photoshop and Illustrator;
- Knowledge of paper stock options;
- Organized, deadline-driven and ability to work in a dynamic environment;
- Competent communicator;
- Ability to use Adobe Audition and Final Cut Pro is a plus.
- Prepare professional graphic designs and layout of materials using Macintosh-based computer hardware and software;
- Take initiative and receive and implement feedback;
- Consistently meet quality and accuracy standards set internally by management;

- Attend to details and manage multiple projects and deadlines simultaneously;
- Exercise sound judgement and work independently and as well as a part of a team;
- Maintain archives and organize files; and
- Communicate effectively, both orally and in writing.
- Additionally, the Visual and Digital Design Support will demonstrate initiative, having the ability to work with minimum supervision. The individual is expected to have a strong work ethic, display a willingness to learn new technology, and have an overall pleasant disposition.

QUALIFICATIONS:
- Associate degree or equivalent in Graphic Design, Media Relations, Communications, Visual Arts, Mass Media Arts, Public Relations or any other relevant degree plus a working knowledge of Adobe Creative Suite;
- Demonstrated experience in providing a range of visual assets in a professional environment working as part of a team is preferred;
- A strong understanding of branding, visual design principles and typography.

Salary Grade	CONTRACTUAL
Date Published	July 3, 2023
Application End Date	July 16, 2023
Date to be Removed	July 17, 2023

Requested Information: Interested applicants should submit the following electronically to the Human Resources Department Application Portal (*Use the Position Listing to select the job opening*). The following documents are required to complete the application:

- A cover letter of interest highlighting work experience and accomplishments relevant to the position;
- Current Curriculum Vitae or Resume;
- Copies of Qualifications and Certificates;
- At least three (3) written, professional references

https://ubhrapply.info/PeopleFirst

The above statements are intended to describe the general nature and level of work to be performed. They are not intended to be construed as an exhaustive list of all responsibilities, duties and skills required of the Visual and Digital Design Support.