



**Date:** August 10, 2018  
**Title of Position:** Graphic Designer  
**Salary:** Low \$50s with benefits  
**Effective:** September 2018

**Responsibilities:** The Graphic Designer provides purpose-driven, compelling, and branded graphic design that helps Berkshire Community College to accomplish its strategic goals. The graphic designer collaborates closely with colleagues in the Marketing and Communications office and throughout the college; manages the process of producing materials from the development of creative concept through delivery and deployment; and actively maintains consistent graphic identity and high quality standards. Design projects may include (but are not limited to) print and electronic marketing communication materials and publications as well as materials for the web. Responsibilities may also include photography and organization of the college's digital assets and managing aspects of various social media sites.

**Required Qualifications:**

- Associates' degree with formal graphic design training with minimum of three years of professional design experience.
- Advanced proficiency in Adobe Creative Suite (InDesign, Illustrator, Photoshop, Acrobat), font management and photo archiving systems as well as Microsoft Word, Excel and PowerPoint.
- Ability to organize, manage, and prioritize tasks; to meet deadlines; and work independently and within a team.
- Strong technical skills, exceptional aesthetic sense, thorough understanding of methods of visual communication, solid understanding of printing processes and photography, and attention to detail.
- Ability to follow brand guidelines and ensure branding standards are being adhered to.
- Four-color process printing experience.
- Ability to work with professional integrity and discretion
- Excellent interpersonal skills to communicate, listen, collaborate, and work effectively with a diverse college community and department.

**Preferred Qualifications:**

- Hands-on knowledge of HTML5, CSS3, and working with content management systems.
- Digital photography experience.
- Experience developing high impact presentations with animation, audio and video.

**Additional information:** Source of Funding: State funded  
 Area of Assignment: Marketing & Communications  
 Supervisor: Manager of Marketing & Communications

MCCC  AFSCME  DCE  Non-Unit  Full-time  Part-Time

**Application Procedures:** For consideration, send cover letter, resume, and a list of names and telephone numbers for three (3) current professional references to the Human Resources Office, Berkshire Community College, 1350 West Street, Pittsfield, MA 01201 [hbailey@berkshirecc.edu](mailto:hbailey@berkshirecc.edu).

**Application review beginnings on August 27, 2018 and continues until position is filled.** BCC is committed to providing an inclusive learning and working environment that values the diverse backgrounds of all people and encourages applications from individuals whose experiences and perspectives model the opportunities and success derived from a college education.