Job Vacancy Notice

Job Title: Communications Publications Design Coordinator
Job ID: 20131
Location: CUNY School of Law
Regular/Temporary: Regular

POSITION DETAILS
CUNY School of Law is seeking a creative and multi-disciplinary Publications Design Coordinator to join our nimble and passionate creative team. You will have a role in creating digital assets to advance the law school's brand and mission executing on a variety of multi-media content. You will balance creativity with efficiency. The Design Coordinator will work collaboratively to understand and refine creative briefs. The selected candidate will bring their experience supporting and executing a wide range of projects including visual identities, websites, event collateral and concept design, social media content components, email campaigns, collateral materials, layout design, and interactive design. This position may also assist with production and maintenance for the Law School's websites and digital platforms, utilizing the content management system, Adobe Creative Suite, Word Press, CSS, and HTML.

The Design Coordinator will have an impact on key areas of engagement with the law school’s most important audiences: prospective students; students, faculty and staff; alumni; and thought leaders in social justice and public interest advocacy.

The duties and responsibilities of the position include:
- Work directly with the Communications Manager and team in amplifying messaging and content across an array of channels to engage internal (students, faculty and staff) and external audiences (alumni, donors, public interest legal community, CUNY)
- In collaboration with the Communications Manager, ideate and iterate advertorials, inserts and brochures, branded swag, event signage and invitations, and other marketing materials
- Produce emails, on-site assets, digital ads, print collateral, materials for press and partners, as well as internal and external presentations
- Organize and maintain a digital asset library for use of graphics and photos
- Provide ongoing content management and support performance reporting (inbound links, Google Analytics, quality assurance and brand compliance)
- Support website asset creation and development of website updates and new digital projects
- Maintain clear communication with team members
- Maintain and evolve graphic and brand standards for CUNY Law
- Collaborate with the creative team on various projects in a fast-paced environment
- Uphold a quality of work standard that effectively advances the public image and mission of CUNY School of Law.

May be required to work occasional evenings and/or weekends to assist with special events.

QUALIFICATIONS
Bachelor's Degree required.

PREFERRED QUALIFICATIONS
Design skills, experience executing print and digital projects, coupled with technical capability with Adobe Creative Suite, Word Press, CSS and HTML. The individual hired for this position will need excellent English skills and ability to proofread his or her work for accuracy. Ability to learn new technologies quickly and accurately is preferred, as are an agile mind and a desire to learn. The candidate should have experience working in an educational or not-for-profit.

CUNY TITLE OVERVIEW
Coordinates the design and production of publications, written materials, and multi-media communications.

- Organizes publications and communications projects from inception through final stage in a variety of
Prepares materials and creates graphic designs utilizing logos, templates and other graphic elements

- Applies College-wide graphic and technical standards to insure quality and consistency of College identity

- Assists in coordinating production in a variety of media and formats, both print and on-line

- Performs related duties as assigned.

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CUNY TITLE
Assistant to HEO

FLSA
Non-exempt

COMPENSATION AND BENEFITS
Salary commensurate with education and experience; the range is $42,815 to $58,787.

CUNY's benefits contribute significantly to total compensation, supporting health and wellness, financial well-being, and professional development. We offer a range of health plans, competitive retirement/pension benefits and savings plans, tuition waivers for CUNY graduate study and generous paid time off. Our staff also benefits from the extensive academic, arts, and athletic programs on our campuses and the opportunity to participate in a lively, diverse academic community in one of the greatest cities in the world.

HOW TO APPLY
To apply, go to www.cuny.edu, access the employment page, log in or create a new user account, and search for this vacancy using the Job ID or Title. Select "Apply Now" and provide the requested information.

CLOSING DATE
Resumes will be accepted until February 27, 2019.

JOB SEARCH CATEGORY
CUNY Job Posting: Managerial/Professional

EQUAL EMPLOYMENT OPPORTUNITY
CUNY encourages people with disabilities, minorities, veterans and women to apply. At CUNY, Italian Americans are also included among our protected groups. Applicants and employees will not be discriminated against on the basis of any legally protected category, including sexual orientation or gender identity. EEO/AA/Vet/Disability Employer.