

**Graphic Designer – UNC Executive Development  
Kenan-Flagler Business School Executive Education, LLC  
An Affiliated Entity of The University of North Carolina at Chapel Hill**

A part of UNC Kenan-Flagler Business School, UNC Executive Development is an internationally recognized leader in the field of executive education, ranked #2 in the United States and #9 globally, according to the 2019 *Financial Times*. We take great pride in collaborating with organizations, including *Fortune* 500 companies, to design and deliver innovative, customized learning solutions to address specific needs and drive impact. We also offer a portfolio of Programs for Individuals, both in-person and online, to help learners acquire and hone the skills necessary to prepare for the Future of Work.

**The Opportunity:**

A member of the marketing team, the graphic designer is responsible for a variety of graphic design, illustration, photography, and layout work for both print and digital media. This position serves as the lead designer and must have the ability to work in a fast-paced, high-volume environment, while effectively delivering timely, customized design solutions according to the organization's brand standards. The designer is expected to manage multiple projects at once and meet individual project deadlines and budgets. In addition, the graphic designer is responsible for the execution of work across numerous platforms including print, email, digital, video, and social media.

**Primary Responsibilities:**

- Demonstrate a strong ability to conceptualize, design, and create design solutions that uphold the organization's brand guidelines and personality for the intended audience(s)
- Use creative problem-solving skills and illustrate strong design, color, and typography sensibilities in all media
- Create internal and external materials that reflect UNC Executive Development's style, standards, and branding
- Work with external vendors, including printers, assuring that all projects are high-quality and completed within the desired timeframes and budgets
- Assist with the maintenance and implementation of the company's visual brand identity and brand personality and serve as a resource for questions about both
- Consult with colleagues on projects, including planning, content, layout, timeline, edits, approvals, and project estimates
- Work in close collaboration with other members of the marketing team to complete projects, make visual recommendations, and lead creative solutions
- Utilize project management software to ensure projects are organized and completed on time
- Complete vendor invoices and payments
- Participate in team meetings and lead presentations, when applicable
- Perform other duties as assigned

**Preferred Qualifications:**

- Demonstrate a mastery of design principles through a portfolio of print and electronic materials
- Proven ability to lead projects from initial conception to completion

- Ability to think editorially as a designer, demonstrating an understanding that words as well as images are crucial to the overall visual storytelling
- Understanding of the printing process and the preparation/packaging of design files for print
- Self-starter who excels at working independently, but also able to work in a highly collaborative, deadline-driven environment
- Ability to give and receive constructive design direction
- Superior attention to detail and thoroughness
- Ability to make excellent design decisions that align with brand standards
- Strong organizational skills to manage several projects simultaneously
- Strong interpersonal and team skills to interface with a broad range of colleagues, faculty, and external vendors
- Excellent verbal and written communication skills

#### **Education and Experience:**

A Bachelor's degree in graphic design, marketing, communications, advertising, or related field is required or the equivalent combination of training and experience. Professional experience in a visual design-related position is highly preferred. This position must possess a mastery of graphic design software, including Adobe Creative Suite for Mac OS (InDesign, Photoshop, Illustrator, and preferably Premier Pro).

To apply, please send a cover letter clearly indicating the position you are applying for (Position #630) along with your resume and a sample portfolio to [execdev\\_jobs@unc.edu](mailto:execdev_jobs@unc.edu) by the application deadline of November 8, 2019. Salary range for this position is \$45,000-\$50,000.

Cover letters should be addressed to:

Chair, Graphic Designer Search Committee  
Executive Development, Kenan-Flagler Business School  
University of North Carolina at Chapel Hill

Kenan-Flagler Business School Executive Education, LLC is an equal opportunity and affirmative action employer. All qualified applicants will receive consideration for employment without regard to age, color, disability, gender, gender expression, gender identity, genetic information, race, national origin, religion, sex, sexual orientation, or status as a protected veteran. EOE M/F/D/V.

*This position is in the Kenan-Flagler Business School Executive Education, LLC, an affiliated organization of UNC-Chapel Hill and is not a University or State of North Carolina position.*