

TOURO COLLEGE

JOB POSTING

Graphic Designer

Reports to: Executive Director of Communications/Marketing and Director of Publications
Status: Full Time
FLSA: Exempt
Location: Manhattan- Main Campus

About Touro College:

Touro is a system of Jewish-sponsored non-profit institutions of higher and professional education. Touro College was chartered in 1970 primarily to enrich the Jewish heritage, and to serve the larger American community. Approximately 19,000 students are currently enrolled in its various schools and divisions. Touro College has branch campuses, locations and instructional sites in the New York area, as well as branch campuses and programs in Berlin, Jerusalem, Moscow, Paris, and Florida. Touro University California and its Nevada branch campus, as well as Touro College Los Angeles and Touro University Worldwide, are separately accredited institutions within the Touro College and University System. For further information on Touro College, please go to: <http://www.touro.edu/media/>.

JOB SUMMARY:

Responsible for designing, creating and developing advertisements, brochures, catalogs, direct mail pieces and other multimedia materials and web graphics.

JOB RESPONSIBILITIES:

Responsibilities include the following but not limited to:

- Develops the overall layout and production design of a wide range of print media, including ads, brochures, fliers and their web counterparts, as well as other collateral materials for various schools
- Works on the redesigned Touro sites, serving as a front-end developer. This includes: laying out the pages and designing accordingly to maintain the site look and feel; formatting content as needed; designing pages for new projects and campaigns; troubleshooting; knowledge of cross-browser compatibility
- Other duties as assigned

REQUIREMENTS:

Education, Preparation, and Training

- Bachelor's degree
- Experience in graphic design

Skills

- Creativity, communication, and problem-solving.
- Self-discipline to budget the time, and to meet deadlines and production schedules. Ability to work well in a team or independently and under pressure.
- Ability to learn quickly and adapt as the technology becomes more sophisticated.
- Open to new ideas and influences, and quick to react to changing trends.
- Ability to make judgments and decisions, and think logically and critically.
- Ability to effectively present ideas—both verbally and visually.
- Web design
- CSS/HTML skills
- Coding for browser compatibility.
- Knowledge of web usability and IA.
- PHP

Physical Demands

- Extensive use of computers
- Extensive time sitting and standing
- Able to lift up to 5 lbs.

Computer Skills

- Expertise in Adobe InDesign, Adobe Photoshop, Adobe Illustrator, Adobe Flash Professional, Adobe Dreamweaver, Adobe Acrobat, Nikon View.
- CSS/HTML preferred

Travel

- Travel to other locations/campuses as needed

Application Procedure:

Please send a cover letter with salary expectations and your resume to: recruit.hr@touro.edu.
The subject line of your email should read: "Graphic Designer"

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