



Nueta Hidatsa Sahnish College

Job Posting

8/4/17

TRIBALLY EDUCATED; GLOBALLY PREPARED.

POSITION: Graphic Designer

DEPARTMENT: President's Office & V.P. of Student

ACCOUNTABLE TO: VP of Student Services

LOCATION: New Town, ND Campus

CLASSIFICATION: Regular, Full-Time

FLSA STATUS: Exempt

PAY RANGE: Negotiable

CLOSING DATE: Until Filled

Nueta Hidatsa Sahnish College (NHSC) is committed to providing quality cultural, academic and vocational education and services to the Mandan, Hidatsa and Arikara Nation; and our staff members strive to maintain high standards of honesty, integrity, impartiality, professional courtesy and consideration for each other, our students and our community.

POSITION SUMMARY: . Work closely with vendors, the Marketing Director, the Vice President of Student Services and the President to and other college faculty, students and staff, as needed, to design and create logos and produce materials, booklets, brochures and marketing materials that brand the college, recruit students and promote persistence and completion

ESSENTIAL JOB FUNCTIONS:

- Perform all multimedia and graphic arts design and publishing functions for NHSC, including support to NHSC Faculty, Student Services, Administration and Staff, and external community and professional outreach.
- Help create the most effective means for marketing NHSC through graphic designs.
- Utilize creativity and innovation to continue a visible and productive campaign to brand NHSC, to recruit students, and to promote persistence and program completion.
- Develop and manage all marketing, advertising and multimedia strategies, projects and budgets.
- Prepare, coordinate and/or supervise internal and external designs, and materials, including direct mail, press releases, brochures, websites, and other print, on-line and media communications as directed.
- Develop, coordinate and/or present training modules for NHSC Staff in areas of expertise, as needed.
- Provides oversight to NHSC Multimedia Department, including equipment recommendations, usage and billing information, and support to college departments re video, audio, photography, and graphic design.
- Willingness to teach in a college environment in the areas of graphics and multimedia, if needed; coordinate work-study students and interns in areas of expertise.
- Comply with all NHSC policies, practices and regulations.
- Contribute to a comprehensive, annual report.
- Perform all other duties as assigned by the President and Administration.

RESPONSIBILITIES:

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- Meet with vendors, the Marketing Director, the Vice President of Student Services, the President and other college faculty, students and staff, as needed, to determine the scope of a project
- Determine the message the design should portray and help lead college stakeholders to embrace the design
- Create infographics and images that identify a product or convey a message
- Develop graphics for product illustrations, logos, materials, and our college website
- Select colors, images, text style, and layout
- Incorporate changes recommended by the college stakeholders into the final design
- Review designs for errors before printing or publishing them
- Produce materials, booklets, brochures and marketing materials that brand the college, recruit students and promote persistence and completion

JOB REQUIREMENTS:

Knowledge: Must have superior verbal, written and interpersonal communications skills; knowledge of equipment and operation of communications media (video, audio, photography, computer graphics and design).

Skills: Must be proficient with Windows-based software [Word, Excel, PowerPoint], web-based publishing using Microsoft IIS, JAVA, HTML, and desktop publishing using Indesign, Pagemaker, Adobe Suite, Photoshop, DreamWeaver, Quark Express, WordPress and/or other graphic-intensive software programs; Must be able to communicate effectively with all levels of staff and management.

Abilities: Must be able to work collaboratively and professionally in an office environment, perform assigned duties with minimal supervision, establish effective working relationships with students, faculty, staff, and the Mandan, Hidatsa and Arikara community, and complete projects and assignments in a timely, cost-effective manner.

EDUCATION AND EXPERIENCE REQUIRED:

Minimum Qualifications: Bachelor's Degree in multi-media communications or graphic arts; At least 3 years relevant work experience in the marketing, advertising or multimedia communications field.

Preferred Qualifications: Master's Degree in multi-media communications or graphic arts; At least 3 years relevant work experience; Prior college level teaching experience or staff support in the marketing, advertising and/or multimedia communications field, preferably with a Native American Tribal college.

Applications are available on-line at www.nhsc.edu

Please forward completed application, resume, reference letters and salary requirements to:

Sidney Prospere
 Human Resources Director
 Nueta Hidatsa Sahnish College
 P.O. Box 490 / 220 College Drive
 New Town, ND 58763
 (701) 627-8016
sprosp@nhsc.edu
 Fax: (701) 627-3609

Nueta Hidatsa Sahnish College is a member of the AIHEC, and an Equal Employment Opportunity Employer

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