



OAKWOOD UNIVERSITY
HUMAN RESOURCE MANAGEMENT

NOTICE OF AVAILABLE POSITION

POSITION: Assistant Graphic Designer & University Photographer

DEPARTMENT: Integrated Marketing & Public Relations

STATUS: Part-time; Regular (25)

QUALIFICATIONS:

- B.A. degree preferred
- Two years (minimum) photo-journalism, photograph editing
- Two years' experience in Adobe Creative Suite, Mac based computer system knowledge
- Proficiency in writing for social media; technical knowledge in photography
- Able to concentrate, and work long hours under highly stressful conditions; attention to detail
- Ability to lift and carry 50lbs
- Ability to multi-task, follow instructions, and work with a team

BRIEF DESCRIPTION OF DUTIES:

- Assist with designs and graphics and photographs for marketing materials and web content
- Work in collaboration with clients & production staff to produce a variety of visual products
- Determine software applications to be used and/or maintains applicable computer programs
- As assigned, work with clients to ascertain needs and explain possible options available
- Participate in institutional professional development and training
- Creates photographs of a variety of events including sporting events, faculty and staff, etc
- Provides photojournalism services and edits, tag, renames and archives digital images so they can be easily found and used within University marketing efforts
- Contributes to a work environment that encourages knowledge of, respect for, and development of skills to engage with those of other cultures or backgrounds
- As part of the social media team, will assist in creation, distribution, and managing social platforms
- Perform related duties as assigned by the institution

SALARY: Commensurate with education and experience.

POSTING DATE: February 28, 2018

CLOSING DATE: March 28, 2018

HOW TO APPLY: Interested persons must submit employment documents by email: application, resume and copy of diploma/copy of transcript to hroffice@oakwood.edu. Please ensure that the position



to which you are applying is placed in the subject line of the email. Applications are located online at www.oakwood.edu under Human Resources. All employment documents must be attached to the email. Incomplete employment documents will not be reviewed. You will receive an automatic reply upon receipt of your email.

Oakwood University participates in  E-Verify

◆ OAKWOOD UNIVERSITY IS AN EQUAL OPPORTUNITY EMPLOYER ◆ Nov 2017

◆ *God First* ◆

7000 ADVENTIST BOULEVARD NW . HUNTSVILLE . ALABAMA 35896 .
hroffice@oakwood.edu (256) 726-7274 . FAX (256)726-7302