



VACANCY NOTIFICATION
Posting Date: May 30, 2017
Graphics Assistant (Part-Time)

Hudson County Community College is an award-winning, comprehensive urban college located just across the Hudson River from Manhattan in Jersey City and Union City, NJ. Fully accredited by the Middle States Commission on Higher Education, the College offers courses and classes in a wide variety of disciplines to the people and businesses of Hudson County, one of the most historic and ethnically diverse areas of the United States. The College was recognized with the 2012 Association of Community College Trustees (ACCT) Northeast Regional Equity Award, was one of just five finalists in the U.S. for the American Association of Community Colleges' (AACC) Student Success Award, and was presented with the New Jersey Business & Industry Association's Good Neighbor Awards in 2009 for the Culinary Conference Center, in 2012 for the North Hudson Campus Project, and in 2015 for the Library Building.

The College is currently searching for an entry-level **Part-Time Graphics Assistant**. Reporting to the Director of Communications, the Assistant will be responsible for maintaining a favorable public image for the College.

Responsibilities:

1. Conceptualizes designs, performs typesetting, scanning, color proofing, photo retouching, draft revisions, and produces a variety of publications to promote College programs, services and special events.
2. Develops and creates rough print and digital concepts and final design in accordance with College needs.
3. Designs, proposes, and delivers website graphics, banners, creative concepts, and visual display for HCCC's digital needs.
4. Ensures that all design elements, templates and finished solutions work within a variety of browser types and screen settings.
5. Develops or collaborates on multimedia production including animation, motion graphics, design, and UX/UI.
6. Compiles existing pictures and/or performs searches for proper images. May take photos for use in marketing and promotion materials for the College.
7. Performs other related design/production activities and special projects, as required.

Special Skills:

Technical knowledge of various graphic design programs, format and layout, photographic requirements and procedures required. Ability to create and produce printed and digital materials using a range of media, methods and equipment required. Knowledge of web design, graphic design, common web design and development standards, regulations, laws and trends. Operative knowledge of Adobe Creative Suite, Quark Xpress, MS Office software and related software required. Effective interpersonal skills, written and verbal communications skills and organization skills required. Ability to work within established deadlines and multiple projects also required. Superior oral and written communications and interpersonal skills are required. Experience working with a culturally diverse community is highly desirable.

To Apply: Send letter of application and résumé to:

Communications Department
Hudson County Community College
162 Sip Avenue
Jersey City, NJ 07306
communications@hccc.edu

As a New Jersey First Act Employer, new employees must establish a primary residence in New Jersey within one year unless an exemption applies.

HCCC IS AN EEO/AA EMPLOYER