



## *Graphic Designer*

*Bellarmino College Preparatory, a Jesuit secondary school, has been educating young "men for and with others" in the tradition of St. Ignatius Loyola, founder of the Society of Jesus, since 1851.*

The Graphic Designer will play a key role in marketing Bellarmine with responsibility for school-wide graphic design and creation of collateral materials and publications. The Graphic Designer will also support marketing activities, such as email and direct mail campaigns, special events and social media programs. The ideal candidate will have experience with both print and web design. Knowledge of basic web development and SEO is a plus.

Reporting to the Director of Communications, the Graphic Designer will be an important member of the school's communications team. The individual will work closely with the Communications and Development departments and will collaborate with faculty and staff from across the school on a variety of graphics and related tasks.

Bellarmino complies with the American with Disabilities Act (ADA) and considers reasonable accommodations that may be necessary to perform the essential functions of the job.

### **Responsibilities:**

- Design and produce school collateral (internal and external) ensuring all graphic design work meets school guidelines and reflects the school's brand. Collateral may include brochures, publications, posters, presentation material, multimedia, illustration, exhibit material, print ads and banner ads.
- Identify and design appropriate icons, images and other graphic elements to be included in various marketing materials.
- Strategize with the Director of Communications on maintaining Bellarmine's brand, and generate fresh ideas to keep the school's communications inviting and energetic.
- Work with various teams (admissions, summer programs, fundraising etc.) on ad campaign development and execution, collateral design, event material and more, as directed.
- Build and maintain relationships with outside vendors and manage sourcing.
- Help ensure that projects stay on schedule and within budget.
- Create infographics, social media and/or web-oriented graphics, charts and graphs.
- Create camera-ready and digital pdf file layouts for all publications: newsletter, brochures, calendars, booklets, posters and more as needed.
- Prepare printing specifications, prep files, handle print setup and file transfers, and monitor production deadlines and quality of printing projects with print vendors.
- Handle multiple priorities and meet tight deadlines without compromising design integrity.
- Support the mission and philosophy of the program and school.
- Abide by all school policies and regulations.
- Other duties and/or projects as assigned.

### **Minimum Qualifications:**

- Outstanding graphic design skills and the ability to conform to an organization's established styleguide.
- Well-versed in all aspects of graphic design including typography, trends, best practices and technologies.
- Fluent in the Adobe Creative Suite (including InDesign, Illustrator, Photoshop and Flash) and QuarkXpress.
- Excellent oral and written communication skills, including the ability to express oneself clearly and concisely.
- Self-directed with proven ability to assume responsibility, work proactively, work independently and with a team, meet deadlines, prioritize, and move projects to completion with minimum supervision.
- Possess a high-level of attention to accuracy and detail.
- Strong conceptual skills, including online experience concepts.
- Knowledge of and experience with pre-press and print production standards.

- Strong technical knowledge of how web-based technologies apply to web design such as HTML, Flash, CSS.
- Experience converting images (TIFF, BMP, PSD) for online use (JPG, GIF) using Adobe ImageReady and Photoshop, or other software application.
- Experience with marketing, social media and online campaigns.
- Comprehensive knowledge of graphic design principles and a wide variety of media and production methods, including multimedia and video.
- Proficient in Google Docs, Office 365, Microsoft Word, PowerPoint and Excel.

**Preferred Qualifications:**

- Experience working with adolescents.
- Experience working in a Jesuit school.
- Some database management experience.
- Photography experience.
- Experience managing content on websites, and other online platforms, including experience with WordPress, Drupal or a comparable content management system.

**Physical Requirements:**

- Ability to lift 20 lbs., while using proper lifting techniques.
- Ability to sit for long periods of time.
- Ability to safely and comfortably travel around our 27-acre campus.
- Ability to look at a monitor for long periods of time.

**School Requirements:**

- Satisfactory clearance of a TB test.
- Satisfactory clearance of a background check, pursuant to a fingerprint scan.
- In accordance with the Immigration Reform and Control Act of 1986. Proof of eligibility to work legally in the United States and identity will be required after an offer of employment has been made. Sponsorship of a work visa or work visa extension not available.

**General Information:**

- This position is classified as a Regular, Part Time Non-Exempt position, scheduled to work a minimum of twenty (20) hours per week. Work hours will vary (may include evening and weekends).
- This position is eligible for benefits.

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**Deadline for applicants is November 30, 2017.**

**To Apply Online:** Please complete the [\*Bellarmino Staff/Non-Faculty Application Form\*](#) located on our [employment web page](#) under Employment Applications and send along with a portfolio, resume and cover letter to [hr@bcp.org](mailto:hr@bcp.org), indicating “Graphic Designer” in the subject line of the e-mail.

**To Send By Mail:** Bellarmine College Preparatory  
Attn: Human Resources  
960 West Hedding Street  
San Jose, CA 95126

Pre-employment background screening is required for all positions.

***Bellarmino College Preparatory is an Equal Employment Opportunity Employer. Qualified applicants will receive consideration for employment without regard to race, color, religious creed, ethnicity, sex, national origin, ancestry, sexual orientation, gender identity, genetic information, disability, medical condition, age, protected veteran status, marital status, or any other basis protected by law.***

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