Extension Design Specialist A1500043
University of Illinois Extension
College of Agricultural, Consumer & Environmental Sciences

The Extension Design Specialist serves as a regular, full time, 12 month academic professional with primary responsibility for managing projects and creative aspects, while designing and implementing digital and print products to support the educational, communications, and marketing endeavors of University of Illinois Extension.

One full time position is available.
Location: Urbana-Champaign Campus

This is a security-sensitive position. Comprehensive background checks, including but not limited to a criminal conviction information check, a CANTS check, and a review of the Registered Sex Offender list, will be conducted.

Specific responsibilities of the Design Specialist are as follows:

- Manage creative aspects of communications projects to support Extension education, communications, and marketing needs.
- Provide leadership (in cooperation with the Extension Web Team Manager) and contribute as a member of the Extension Web Team to create and ensure the visual quality and strategic brand alignment across all Extension digital initiatives (including online educational delivery systems, internal business applications and social media).
- Conceptualize, design and develop a wide range of digital and print-based communications and marketing materials including reports, newsletters, presentations, brochures, posters, print and online advertisements, email communications, displays, and other materials as needed.
- Create and uphold the visual identity of statewide University of Illinois Extension educational and communications products.
- Ensure compliance and cooperation with Extension and campus design standards.
- Develop and create engaging graphics for use in social media and video production.
- Manage projects from conception to completion with a variety of clients, colleagues, freelancers, students, and vendors.
- Utilize skills and experience to create products that visually communicate with the identified target audience.
- Work as a collaborative team member with clients, developers, and fellow designers.
- Stay up-to-date on current trends that involve design for web, mobile, desktop, and tablet applications.
- Manage time, materials, and vendor pricing to stay within budget allocations.
- Participate as a member of the Extension communications and marketing team.
- Develop and implement plans for personal growth and competence.
• Perform other duties and responsibilities as may be assigned by the Director of Communications.
• Comply with Affirmative Action Equal Opportunity policies and guidelines in all aspects of University work and responsibilities.

Administrative Relationship: The Extension Design Specialist is administratively responsible to the Extension Director of Communications.

Qualifications:

• Required: Bachelor’s degree in communications, marketing, advertising or related field from an accredited institution of higher education. One year experience in a multi-client, multi-project graphic design environment. Three years’ experience in graphic design, both digital and print. Expertise in Adobe Creative Suite (InDesign, Photoshop, Illustrator). Knowledge of HTML, CSS and digital accessibility standards. Evidence of strong interpersonal skills and teamwork. Strong written and verbal skills.

• Preferred: Master’s degree in communications, marketing, advertising or related field from an accredited institution of higher education. Experience in mobile website and app design. Experience in creating static and motion graphics for use in video production. Ability to create engaging graphics for social media (Pinterest, Facebook, etc.). Demonstrated ability to communicate design concepts to staff without formal design training. Experience in working in a higher ed environment. Knowledge of purpose and mission of the College of Agricultural, Consumer and Environmental Sciences and University of Illinois Extension.

Additional Information
The position is a full-time, benefits-eligible, non-tenure, academic professional position appointed on a 12-month service basis. The expected start date is as soon as possible after the closing date. Salary is commensurate with experience and qualifications. Generous vacation and sick leave. State Universities Retirement System. Group health, dental, vision and life insurance.

Application Procedure: To apply, go to http://go.illinois.edu/A1500043. Log in to your account and upload a cover letter and resume, three design samples demonstrating your qualifications as they align with the job description, as well as the names and contact information of three professional references. Transcripts may be requested at a later date. To receive full consideration, all requested application materials must be submitted via the online system by the close date of February 24, 2015.

For further information about the position please contact Adena Wilson at amwilson@illinois.edu. For technical assistance with the online application process, call 217-333-6747 or email jobs@illinois.edu.

Illinois is an equal opportunity employer and all qualified applicants will receive consideration for employment without regard to race, religion, color, national origin, sex, age, status as a protected veteran, or status as a qualified individual with a disability. Illinois welcomes individuals with diverse backgrounds, experiences, and ideas who embrace and value diversity and inclusivity (www.inclusiveillinois.illinois.edu).