

**DATE OF POSTING:** January 9, 2018

**TERMINATION DATE OF POSTING:** January 17, 2018

**POSITION:** **GRAPHIC DESIGNER &  
DIGITAL MEDIA SPECIALIST**

**COMPENSATION/BENEFITS:** Per SSA/USO Contract  
Grade G

**STAFF RELATIONSHIP:** Responsible to Gary Fralick  
Director, Communications &  
Government Relations

**EMPLOYMENT DATE:** February 1, 2018

**SEND APPLICATION AND RESUME TO:** **Michigan Education Association**  
Human Resources Department  
1350 Kendale Blvd., P.O. Box 2573  
East Lansing, MI 48826-2573

**BASIC PERFORMANCE EXPECTATIONS:**

This position will provide graphic design and layout services for print, electronic and digital media products. The graphic designer is expected to create graphics, flyers, posters, forms, booklets, pamphlets, PowerPoints and other materials on deadline and in compliance with MESSA's brand, established look and corporate policies.

This position will report to the Director of Communications and Government Relations, and will be expected to work collaboratively and enthusiastically with department staff and project stakeholders throughout the organization. This job requires maintaining effective working relationships with colleagues, project leads, department liaisons, staff, and vendors.

Designer must be able to work and flourish in a fast-paced, customer-centric environment where quick turnaround of projects is needed.

**ASSIGNED DUTIES:**

Create graphics, video and rich media content for digital, social media, podcasts and print projects;

**Graphic Designer and Social Media Specialist**  
**Page 2**

**ASSIGNED DUTIES (continued):**

Create and edit flyers, advertisements, documents, graphics and design concepts in Adobe Photoshop and AdobeInDesign;

Ensure compliance with AP style;

Perform design and layout for various projects including publications, brochures, specialty items, logos, digital and print form development;

Update department project tracking log for job status and provide updates to customers;

Possess superb planning and organizational skills, be able to manage multiple projects and meet tight deadlines.

**MINIMUM REQUIREMENTS:**

Associate's degree in graphic design, communications, public relations, marketing, digital technology or related field;

Three years' work experience as a graphic designer, with exposure to a wide variety of disciplines, including print, social media and content creation;

Demonstrated ability with Adobe InDesign, Photoshop and Illustrator;

Demonstrated ability to proof and edit content;

Experience in digital media including video editing;

Excellent oral and written communication;

Ability to maintain strict confidentiality.

**TESTING:**

Editing Test	80%
Proofreading	70%
Language Skills	80%
Vocabulary	80%
Writing Test	P/F

**Graphic Designer and Social Media Specialist**  
**Page 3**

**TESTING (continued):**

Portfolio, including:

- Copy of degree and transcripts.
- Samples of work to demonstrate compliance with minimum requirements described above.

12/19/17