**Position:** Graphic Designer

**Summary:** The Graphic Designer will report directly to the Executive Director of Marketing & Communication. The primary responsibility of the Graphic Designer is to communicate the Montreat College brand visually across all print and digital projects. This is an exempt position with the College's approved benefit package.

**Location:** Montreat, NC

**General Qualifications:**
- Demonstrate and articulate a personal Christian faith
- Exemplify and articulate a like-mindedness with Montreat College's Christ-centered mission, vision, and values
- Excellent written and oral communication skills
- Detail-oriented
- Committed to strong customer service and to enhancing a culture of excellence
- Bachelor of science or arts degree with 3-5 years design experience
- Demonstrated organizational and interpersonal skills
- Demonstrated skills in technology – Adobe InDesign, Photoshop, and Illustrator
- Knowledgeable of pre-production and production of offset and digital printing
- Proven ability to maintain high level of professionalism
- Comfortable as an active team member in a highly-relational and goal-oriented environment

**Specific Responsibilities:**
- Communicate the Montreat College brand identity visually across all print and digital mediums.
- Develop concepts and designs for over 200 print and digital projects each year, including posters, postcards, ads, invitations, direct mail, banners, programs, brochures, and digital graphics for web, email, video, and social media.
- Prioritize projects that support recruitment (Adult & Graduate Studies and School of Arts & Sciences).
- Work with internal clients to determine project purpose and audience, develop concepts, choose specifications, revise drafts, and finalize projects in a timely manner.
- Manage and guard college brand, ensuring internal clients use the proper logos, fonts, and colors.
- Track projects through project management software, keeping organized record and archive of all projects.
- Manage photo archive.
- Other duties as assigned.
Application:
The position will remain open until filled. Candidates should submit a resume with cover letter, faith statement, and three professional letters of recommendation to Annie Carlson, Montreat College, P.O. Box 1267, Montreat, NC 28757.

About Montreat College:
Montreat College is a Christian liberal arts college accredited by the Commission on Colleges of the Southern Association of Colleges and Schools to offer masters, bachelors, and associate degrees. The main campus is located in the Blue Ridge Mountains fifteen miles east of Asheville, North Carolina, a region recognized as one of the most attractive living environments in the United States. Satellite campuses in Asheville, Charlotte, and other sites supplement the main campus. The College is committed to Christ-centered teaching and learning, and is a member of the Council for Christian Colleges & Universities.