



Assistant Graphic Designer

Department: Marketing & Communications

Position Title: Assistant Graphic Designer

Position Type: Part-time - Variable Hour

Job Description/Summary:

The Assistant Graphic Designer provides design assistance for the RRCC Marketing and Communications Department. The Assistant Graphic Designer supports the production of final artwork used in the visual communications products used to promote the College

Essential Functions:

- **40% of time:** Use digital illustration, photo editing software, and layout software to create designs used in the production of flyers, banners, brochures, posters, direct mail, digital content, and other general marketing collateral.
- **25% of time:** Assist in the designing of layouts, including selection of colors, images, and typefaces and present design concepts to RRCC marketing staff. Produce graphic design for social posts.
- **20% of time:** Assists in the production of final artwork to promote RRCC to both external and internal audiences.
- **10% of time:** Provide photography assistance as needed.
- **5% of time:** Attend weekly team meetings as scheduled.

Job Qualifications:

Required Qualifications:

- Associates degree in graphic design or a related field
 - A combination of education and professional experience may be substituted for the degree on a year for year basis. May not include year of required work experience
- One (1) years of marketing experience providing support as a graphic designer.

Preferred Qualifications:

- Three (3) years of marketing experience providing support as a graphic designer.
- Six months experience in photography-equipment, technical skill and shot composition.
- Fundamental printing and production experience.

Required knowledge, skills & abilities:

- Intermediate knowledge of Adobe Creative Cloud.
- Working knowledge and understanding of composition, typography, color theory, and layout design.
- Strong communication and interpersonal skills with the ability to provide good customer service.
- Ability to identify problems and collaborate within a creative team.
- Proficiency in using Mac OS.

Pay information:

Wage: \$16.83/hour

Paid: Bi-weekly

How to Apply:

[Click here to apply for this position!](#)

For questions about this position, please contact **Ben Vena** at **ben.vena@rrcc.edu**

For questions about Variable Hour, part-time employment in general, please contact Bob Miller at **bob.miller@rrcc.edu**

This position will remain open until 12:00 pm on 2.28.20.

Note: Former employees of the Colorado Community College System or one of its 13 colleges, who were disciplinary terminated or resigned in lieu of termination, must disclose this within your application materials.

Red Rocks Community College is committed to diversity in its people and programs. The College prohibits all forms of discrimination and harassment including those that violate federal and state law or the State Board for Community Colleges and Occupational Education Board Policies 3-120 and/or 4-120. The College does not discriminate on the basis of sex/gender, race, color, age, creed, national or ethnic origin, physical or mental disability, veteran status, pregnancy status, religion, genetic information, gender identity, or sexual orientation in its employment practices or educational programs and activities. Red Rocks Community College will take appropriate steps to ensure that the lack of English language skills will not be a barrier to admission and/or participation in vocational education programs.

RRCC has designated Arnie Oudenhoven as its Affirmative Action Officer/Equal Opportunity Administrator/Title IX Administrator with the responsibility to coordinate its civil rights compliance activities and grievance procedures. Report all concerns or complaints relating to discrimination or harassment to the Title IX/EO Coordinator(s). For information, contact Arnie Oudenhoven Executive Director, HR, Title IX Coordinator, Title VII/Equal Opportunity Coordinator, ADA/Sec 504 Coordinator, via mail at 13300 West Sixth Avenue, Lakewood, CO 80228. Phone 303.914.6298, or email arnie.oudenhoven@rrcc.edu or Deborah Houser, Assistant Director of Human Resources/Deputy Title IX Coordinator, 303.914.6224 deborah.houser@rrcc.edu. 13300 West Sixth Avenue, Lakewood, CO 80228.

You may also contact the Office for Civil Rights, U.S. Department of Education, Region VIII, Federal Office Building, 1244 North Speer Boulevard, Suite 310, Denver, CO 80204, telephone (303) 844-3417.

Reasonable accommodation will be provided upon request for persons with disabilities. If you are a person with a disability who requires an accommodation to participate in the application process, please notify Human Resources at 303-914-6570.

RRCC conducts pre-employment background checks on all employment finalists to determine or verify background information, including criminal history, references from previous employment, qualifications, and, when applicable, driving history. Employment offers are contingent upon receiving a satisfactory report.

For information regarding Red Rocks Community College Security, including crime statistics for the Red Rocks Community College Lakewood and Arvada campuses, please see the Red Rocks Community College campus security website at <http://www.rrcc.edu/police/>. For a hard copy report, please contact 303.914.6494.