

Associate, Graphic Reproduction
Alcorn State University

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Posted May 17, 2024, set to expire May 10, 2025

Job Title	Associate, Graphic Reproduction
Department	College of Agriculture and Applied Sciences
Institution	Alcorn State University Lorman, Mississippi
Date Posted	May 17, 2024
Application Deadline	Open until filled
Position Start Date	Available immediately
Job Categories	Professional Staff
Academic Field(s)	Graphic Design/Marketing Agriculture/Animal Care
Job Website	https://jobopps.alcorn.edu/postings/7101
Apply By Email	
Job Description	

The Incumbent plays a critical role within our communications and marketing team. This individual will be responsible for designing and producing multimedia content that promotes the mission and programs of Alcorn State University Extension across various platforms. This position serves diverse audiences, both internal and external stakeholders.

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Knowledge Skills and Abilities

Graphic Design Expertise:

- Proficiency in graphic design software (e.g., Adobe Creative Suite, InDesign, Illustrator, Photoshop).
- Ability to create visually appealing layouts for brochures, reports, forms, flyers, and other printed materials.

Print Production Skills:

- Hands-on experience operating printing machinery (offset, digital, screen printing).
- Familiarity with binding machines for booklet creation.
- Knowledge of print quality control and troubleshooting.

Multimedia Content Creation:

- Design and produce multimedia content for various channels (social media, websites, presentations).
- Collaborate with marketing and communications teams to ensure consistent branding.
- Develop engaging visual assets aligned with organizational goals.

Project Management:

Manage multiple projects simultaneously, adhering to deadlines.

- Coordinate with internal stakeholders and external vendors.
- Oversee printing projects from concept to delivery.
- Digital Media Proficiency:
- Stay informed about industry trends in digital media.

Optimize content for online platforms.

- Create impactful digital assets.

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Essential Job Functions

- Operate print production equipment, ensuring the successful delivery of high-quality printed materials.
- Assist in implementing activities related to the conception, design, creation, development, and production of media, including video, audio, graphics, multimedia, and other forms of digital and print media
- Collaborate with internal teams and clients to understand design requirements.
- Prepare files for printing, ensuring correct formatting and color accuracy.
- Operate and maintain printing machinery, monitoring print quality.
- Inspect printed materials for defects and consistency.
- Design multimedia content that aligns with the organization's mission.
- Package and prepare printed materials for distribution.

Other related duties as assigned.

Qualifications

- Bachelor's degree in graphic design, visual arts, or a related field (or equivalent experience).
- 3 years of experience in graphic design, print production, or related roles.

Contact Information

Please reference Academickeys in your cover letter when applying for or inquiring about this job announcement.

Contact