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| <b>Job Title</b>      | Digital Designer                    |
| <b>PVN ID</b>         | PS-2112-004444                      |
| <b>Category</b>       | Managerial and Professional         |
| <b>Location</b>       | CUNY SCHOOL OF PROFESSIONAL STUDIES |
| <b>Department</b>     | CUNY School of Professional Studies |
| <b>Status</b>         | Full Time                           |
| <b>Annual Salary</b>  | \$60,000.00 - \$70,000.00           |
| <b>Hour(s) a Week</b> | 35                                  |
| <b>Closing Date</b>   | Feb 17, 2022 (Or Until Filled)      |

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## General Description

### About the CUNY School of Professional Studies:

The CUNY School of Professional Studies (CUNY SPS) provides online and on-campus degree and certificate programs that meet the needs of adults who are looking for a seamless way to transition from an associate degree into a bachelor's degree, complete a bachelor's degree, earn a master's degree or certificate in a specialized field, advance in the workplace, or change careers.

Drawing on CUNY's nationally and internationally renowned faculty and practitioners, as well as industry and education partners, the School's programs provide opportunities for personal growth, job mobility, greater civic participation, and new ways to advance knowledge.

Home to the first fully online degree programs at the City University of New York, CUNY SPS offers fully accredited degree and certificate programs for students who want the flexibility and convenience of online education. CUNY SPS was ranked in the top 5% in the Nation in U.S. News & World Report's list of the 2018 Best Online Bachelor's Degree Programs.

Within CUNY SPS, the Office of Professional Education and Workplace Learning (PEWL) designs custom workplace learning programs to help organizations achieve their goals. To our partnerships, we bring knowledge of research-based learning practices as well as experience in developing innovative programs.

CUNY SPS has partnered with the Administration for Children's Services (ACS) to develop professional learning opportunities for child welfare and juvenile justice professionals. The collaboration between the two organizations has formed the ACS Workforce Institute (ACS WI). ACS WI is a state-of-the-art professional development institute that strengthens skills and provides support to child welfare and juvenile justice frontline staff as they strengthen and support New York City's families and children. <https://www.nycacstraining.org>

### About the Position:

CUNY SPS at RF CUNY is looking for a creative and motivated Digital Designer to support the ACS Workforce Institute (ACS WI). Reporting to the Senior Project Manager of Communications, this position executes

concepts, develops designs, and produces/implements art and copy layouts for print and online collateral materials, including the Office of Training and Development website and other highly visible materials.

## Other Duties

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### Duties and Responsibilities:

- Design and conceptualize creative concepts for both print and digital formats.
- Complete enhancement requests for the Office of Training and Development website, ranging from small changes to more complex customizations or design improvements.
- Design multiple iterations of project elements to optimize clarity.
- Work closely with project managers and stakeholders to obtain all relevant information, technical requirements, and timelines for each project.
- Seek feedback from team members and stakeholders in a timely manner to allow for revisions and iterations.
- Prioritize daily workload and manage time; complete projects on time both independently and in partnership with other stakeholders.

## Qualifications

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### Qualifications:

- Experienced in applicable graphic design applications (i.e. Adobe Pro, InDesign, Photoshop, etc.).
- Demonstrated experience working with Content Management Systems (WordPress).
- Proficient in web design languages, such as HTML, CSS, and JavaScript.
- General knowledge of systems, techniques, processes, and best practices used in website and graphic design.
- Experience with video editing is a plus.
- Well-versed in computer applications (Microsoft PowerPoint, Word and Excel, and web applications).
- High School diploma or equivalent required; Bachelor's degree in graphic design or similar preferred. Equivalent experience is also acceptable.
- Demonstrated understanding in managing stakeholder relationships, including clients and partner organizations.
- Superior attention to detail, and proven organizational ability.

*\*Applicants will be required to show a portfolio of work during the application and interview process.\**

***\*This position is funded by a city grant program which mandates that all employees are vaccinated against COVID-19\****