



Position Title : Part Time Media & Graphic Designer
Department : Marketing
Report to : Head of Marketing
Reportee (if any) : Graphic Designer/Marketing Supervisor

I. Position Summary:

The Part-Time Media & Graphic Designer is responsible for supporting the design process by creating visuals such as illustrations, logos, layouts, and photos. This includes designing graphics for websites, books, magazines, product packaging, exhibitions, and more. The role requires creativity and the ability to transform requirements into engaging designs that captivate the target audience.

II. Duties and Responsibilities:

The overall job description below outlines the main areas of responsibilities:

- Work on a variety of digital design including print ads, POSM (point of sales materials), booths, websites, packaging, corporate identity, advertising, exhibitions and displays.
- Work under closed supervision of Marketing Supervisor and in coordination with others department, activation/event team to develop advertising and PR graphic designs.
- Responsible for translate and in-corporate the creative concept, campaign idea into the visuals and designs.
- Work closely and proactively with the project team to define the needs of creative product for university’s brand and campaign
- Articulate the design concepts that in line with brand strategies and creative direction.
- Create final artwork for mass production and media publishing.
- Adapt the international campaign into local direction according to university’s needs.
- Inspect the printing materials and color proofing before final print out.
- Use the appropriate colors and layouts for each graphic
- Work with related departments to produce final design
- Test graphics across various media
- Support amend designs after feedback
- Help ensure final graphics and layouts are visually appealing and on-brand
- Taking part of Photography/videography as needed
- Perform other duties as assigned.

III. **Minimum Qualifications and Requirements:**

1. Experience:
 - 1-year experience in design industry preferred
 - A strong portfolio of illustrations or other graphics
 - Familiarity with design software and technologies (such as InDesign, Illustrator, Dreamweaver, Photoshop)

2. Education:
 - Degree in Design, Fine Arts, Technology or related field is a plus
 - Higher degree preferred

3. Skills/Competencies:
 - Proven graphic designing experience
 - A strong portfolio of illustrations or other graphics
 - A keen eye for aesthetics and details
 - Excellent communication skills
 - Ability to work methodically and meet deadlines

4. Personal Quality
 - Work well in a team
 - Reliable
 - Attention of details
 - Patient