

BELHAVEN UNIVERSITY

Graphic Designer

Belhaven University is an innovative and academically progressive institution built on the timeless principles of scholarship, service, and biblical truth. Since its founding, Belhaven University has sought to fulfill the mission expressed in its motto: "to serve, not to be served."

"Our Standard is Christ" is the identifier of Belhaven University because as an institution we are committed to honoring the Lord in all we do. Located in Jackson, Mississippi, we are one of America's most innovative and fastest growing private schools, serving nearly 3,500 undergraduate and graduate students. This includes the 940 traditional students in Jackson. Belhaven University was an early innovator in accelerated adult education, and have equally led the way among Christian schools in establishing robust online degree programs.

Description of Position

The Graphic Designer will be responsible for developing creative assets that enhance Belhaven University's brand and marketing efforts across print, digital, and social media platforms. The ideal candidate is a detail-oriented and innovative designer with a passion for visual communication, branding, and higher education marketing.

Responsibilities

- Design and produce a variety of marketing materials, including brochures, flyers, posters, banners, and digital graphics.
Develop visual assets for social media, email campaigns, and web content to engage prospective students, current students, and alumni.
Collaborate with the marketing and public relations team to maintain a consistent brand identity across all materials.
Assist in the development of branding elements for university events, academic programs, and recruitment initiatives.
Work closely with printers, vendors, and internal stakeholders to ensure high-quality production and timely delivery of materials.
Manage multiple projects simultaneously while meeting deadlines and maintaining attention to detail.

This announcement covers most of the significant duties performed by the position, but does not include other work, which may be similar, related to, or a logical assignment for the position.

Qualifications

- The successful candidate must articulate a Christian worldview in one's area of service and must fully support the University Vision, Mission and Statement of Faith.
<https://www.belhaven.edu/about/mission/>
- Bachelor's degree in graphic design, visual communications, or a related field.
- 1+ years of professional experience in graphic design (higher education experience is a plus).
- Proficiency in Adobe Creative Suite (Photoshop, Illustrator, InDesign) and other relevant design tools like Canva and CapCut.

- Desire to learn and willingness to work with each member of the marketing team
- Strong understanding of typography, color theory, and composition.
- Some photography and videography skills, with an eye for composition and detail, including the ability to take and edit photos/videos.
- Ability to take creative direction and work collaboratively in a team environment.
- Strong portfolio showcasing a range of design work.

Application Process

To be considered for this position, a complete application packet must be received. Complete application packet will include the following:

- Letter of Intent; including explanation of how your prior experience fulfills above responsibilities and qualifications
- Resume
- Please prepare a brief account (no more than 750 words) of your spiritual pilgrimage including the time and circumstances surrounding your becoming a believer in Christ and your current relationship with Christ. Please click on this link http://www.belhaven.edu/belhaven/employment_pdfs/LetterOfEmploymentCommitment.pdf to review Belhaven University's Commitment Statement including our employee expectations. Should you receive a job offer you will be asked to sign accepting this commitment.

Email complete application packet to:

Suzanne Sullivan
Vice President for Enrollment and Marketing
Belhaven University
ssullivan@belhaven.edu