



Manager, Graphic Design

The Arizona Board of Regents (ABOR) is seeking a creative and talented individual to develop, design and manage graphic art/visual content for the Board Office. Under the direction of the Vice President, Communications develops content for varied projects, events and audiences to effectively convey ABOR's mission and priorities regarding higher education at Arizona's public universities. This position works closely with the communications team and ABOR staff to support written communications and related activities.

Typical Duties:

(The job description may not be inclusive of all assigned duties, responsibilities, or aspects of the job described and do not limit the assignment of the related tasks in any position of this class.)

- Creates and designs marketing materials, including brochures, reports, invitations, flyers, info sheets, postcards, advertisements, presentation materials, templates, event collateral as well as social media graphics, web graphics, and other digital assets, including infographics and other graphic elements.
- Participates in strategy, creative planning, concepting, and visual direction for marketing and communications projects.
- Participates in project meetings to scope projects, understand specifications and production needs; conceptualizes and executes campaign approaches to multi-channel projects.
- Works with print vendors, from bids to completed printing.
- Supports graphic design projects for special events, such as Regents' Cup.
- Maintains department files of completed design assignments.
- Collaborates with other communication, ABOR and university staff to support graphic design needs and collaborate on enterprise-level projects.
- Maintain board brand guideline.
- Stay up-to-date with industry developments, trends and tools.
- May coordinate and lead the work of others.
- Assist with other projects as needed.

Knowledge, Skills and Abilities:

Candidates must have:

- Excellent written communication skills.
- The ability to work independently.
- Strong organizational skills.
- Effective interpersonal relations skills.
- The ability to quickly change priorities and meet tight deadlines.

- The ability to work in and foster a collaborative environment.
- Expert knowledge of Adobe Creative Cloud, especially InDesign, Illustrator and Photoshop.
- Experience with web design. Basic experience with front-end web development (HTML5, CSS, JS) is preferred but not required.
- Experience with emerging technologies (AI, machine learning, data science, etc.).

Minimum Qualifications:

- Bachelor's degree in graphic design or related field and six years of related work experience in graphic design and/or website design or any equivalent combination of experience and/or education from which comparable knowledge, skills and abilities have been achieved.

Salary and Benefits:

\$55,000 to \$70,000, depending on experience and qualifications. This is a full-time position with health and dental benefits. Tuition reduction benefits to Arizona public universities are available to employees and their dependents. For a full list of available benefits, click [here](#).

How to Apply:

Applicants should send cover letter, resume, a design portfolio or examples of design work and the names and contact information of three professional references who are able to speak to the qualifications listed above to: hr@azregents.edu or Arizona Board of Regents • 2700 North Central Avenue, Suite 400 • Phoenix, Arizona 85004. The review of applicants will begin immediately.

The Arizona Board of Regents is an equal employment opportunity and affirmative action employer.