



Job Description

Marketing and Communications Graphic Designer

Position: Part-time, Marcomm Graphic Designer

Supervisor: Denis Reyes, Marketing and Communications Director

Description:

The Marketing and Communications Part-Time Graphic Designer supports the Marcomm team by creating visually compelling content that communicates the mission, values, and strategic goals of Criswell College. Working under the direction of the Director of Marketing and Communications, the Graphic Designer contributes to the College's recruitment, retention, and engagement efforts through the design and production of high-quality print and digital materials. The Graphic Designer plays a key role in strengthening the College's brand identity by ensuring consistency across all visual communications. The ideal candidate is creative, detail-oriented, and able to manage multiple projects while collaborating effectively across departments for various different brand and marketing strategies.

Responsibilities:

1. Design and produce print and digital marketing materials, including brochures, flyers, social media graphics, email campaigns, and advertisements.
2. Collaborate with the Director of Marketing and Communications to execute creative strategies that support the College's strategic goals.
3. Maintain and apply Criswell College's brand standards across all visual communications.
4. Assist in the development of visual concepts for recruitment campaigns, events, and institutional initiatives.
5. Prepare and deliver production-ready files for print and digital distribution, coordinating with external vendors as needed.
6. Support social media and digital marketing efforts through engaging visual content.
7. Collaborate with departments across campus to fulfill design needs for various projects and events.
8. Manage multiple design projects simultaneously while meeting established deadlines.
9. Monitor trends and best practices in graphic design and visual communications, making recommendations as appropriate.
10. Demonstrate a willingness to grow by engaging in professional development related to design and creative tools.

Qualifications

1. 3–5 years of professional experience in graphic design
2. Strong portfolio demonstrating design work across print and digital platforms

3. Extensive knowledge of Adobe Photoshop and Adobe Illustrator
4. Working knowledge of Adobe InDesign required
5. Experience with Adobe Premiere Pro and After Effects is a plus
6. Strong understanding of typography, layout, color theory, and branding principles
7. Ability to manage multiple projects and meet deadlines in a fast-paced environment
8. Strong communication and collaboration skills
9. Bachelor's degree preferred
10. Willingness to support the mission and values of Criswell College
11. Willingness to sign the College's Employee Affirmation of Belief

Compensation:

1. Part-time (24 hours per week) at \$20/hour, with a one-year commitment required.

Contact:

Interested parties should send resume and portfolio to:

Denis Reyes, Director of Marketing and Communications
4010 Gaston Ave
Dallas, TX 75246
Email: dreyes@criswell.edu