

## We're looking for:

Position Title	Senior Specialist – Graphic Design
Department	Corporate Communications Office
Job Code	HR/29-2021

### Job Description

To develop creatives campaigns, artworks, brand guidelines and designs inline with the university's marketing plans and strategy

#### Key responsibilities:

- Uses brief and gathers relevant info to translate into visual concepts, artworks and designs
- Develops brand guidelines, corporate Identity manuals, and visual identity manuals in line with brand attributes
- Plans concept by studying information and materials
- Illustrates concept by designing rough layout of art and copy regarding arrangement, size, type size and style, and related aesthetic concepts
- Obtains approval of concept by submitting rough layout for approval
- Prepares finished copy and art by operating typesetting, printing, and similar equipment; and purchasing from vendors
- Prepares final layout by marking and pasting up finished copy and art
- Develops artworks in line with production sizes and criteria
- Contributes to team effort by accomplishing related results as needed
- Tasks commensurate with the role
- Develop and produce periodic performance reports

### Profile (Minimum Qualifications, Minimum Experience, Job Specific Skills)

#### Minimum Qualifications:

- Bachelor degree in graphic design or relevant field

#### Minimum Experience:

- Minimum of 5 years in a graphic design role in an advertising agency or within a marketing department of a multinational organisation is a must
- Video Shooting and edit experience is preferable
- Previous experience in a senior or supervisory creative role is preferable

## We're looking for:

### Job-Specific Skills:

- Thorough experience in and knowledge of Adobe creative suite
- Proficient in design software with extensive experience in InDesign, Illustrator, Dreamweaver, Photoshop
- High level of creativity and design sense
- Strong graphic design skills
- Thorough knowledge of graphic design concepts and tools
- Highly organised, accurate and possess high attention to detail
- Ability to work under pressure and meet tight deadlines
- Strong time management and multitasking skills
- Proven track record of developing creative successful campaigns
- Good team player with high coordination skills
- Languages: Fluency in English language is a must; knowledge of French and Arabic is a plus

**Candidates are requested to share a portfolio of their previous work with their application to this role**

### Conditions

NA

### Grade

5

### Package Details

TBC

### How to apply

<http://www.sorbonne.ae/vacancies/>

### Application to be sent by

10<sup>th</sup> Aug 2021