

## Senior Graphic Designer

**Title:** Senior Graphic Designer

**Business Unit:** Avant

**Department:** Creative Services Group

**Reports to:** Art Director or Senior Art Director

**Classification:** Exempt

### Summary of the Job

The Senior Graphic Designer is responsible for transforming medical content and educational material into visually stimulating, professional, and relevant electronic and print deliverables to support our client needs. Within a teaming environment he/she translates complex concepts and information into simplified, compelling visuals using Adobe Creative Suite, particularly InDesign, Illustrator, and Photoshop. Familiarity with integration of design into Microsoft PowerPoint is a must. The Senior Graphic Designer should be able to collaborate with teams to plan, analyze, organize, and execute assigned projects. Must be able to deliver breakthrough creative with a high degree of excellence, on schedule every time.

### Essential Functions

- Create, design and enhance marketing and/or advertising materials according to project specification and brand guidelines for electronic and print deliverables
- Possess a strong knowledge of Adobe Creative Suite, particularly InDesign, Illustrator, and Photoshop
- Maintain personal project production schedule in order to track multiple projects on a daily basis
- Collaborate directly with Medical and/or Project Lead on deliverable enhancements
- Organize information effectively, and conveys data through infographics, charts, graphs, maps, tables, and text
- Requires critical thinking and storytelling expertise
- Track project hours according to budget
- Keep abreast of current and emerging technologies including mobile-first design and cross-platform compatibility
- This position may require moderate overnight/weekend travel (up to 30%)
- This position requires the employee to work occasional nonstandard work hours (up to 20%) in accordance with project needs, deadlines, deliverables, and urgent client requests
- Fulfill other duties and responsibilities deemed necessary by supervisor

### Education and Experience

- Degree in Graphic Arts, related field, or similar work experience is required
- 4 years experience in a senior level design position within a collaborative creative environment

### Software Tools

- Microsoft Office Tools: Word, PowerPoint, and Excel
- Adobe Creative Suite

## Competencies

- **Business Ethics and Integrity:** a commitment to conducting business according to the highest ethical standards as demonstrated by an **excellent** knowledge of industry legal compliance guidelines, organizational ethics, and demonstration of personal ethics and integrity.
- **Communication:** ability to communicate effectively as demonstrated by **advanced** level verbal skills, writing skills, presentation skills, technical and scientific writing skills, and an **excellent** ability to influence and impact others through meaningful and persuasive delivery.
- **Continuous Quality Improvement:** applies the knowledge, skills, and abilities necessary to achieve continuous quality improvement as exhibited by **strong** accuracy, problem solving, quality management, client-readiness behaviors.
- **Professionalism:** behaviors and qualities of a professional and a lifelong commitment to professional development as demonstrated by an **excellent** ability to manage time, work in a collaborative way, adapt to change, act in a professional manner, manage stress, and demonstrate a service orientation.
- **Project Management:** **strong** level project management skills, including the ability to provide project leadership and apply applicable methodologies to manage all project stages including initiating a project, planning a project, executing a project, monitoring and controlling a project, and closing a project.
- **Technical Expertise:** **advanced** level of skills in computer hardware, information tools, multimedia and presentation tools, programming languages and applications, social communication tools.
- **Vision and Innovation:** **strong** ability to think critically, think creatively, engage in visioning, and approach business opportunities in an enterprising way.