

	<p align="center">JOB DESCRIPTION</p>
<p>Prepared by: Head - Admission Marketing . Date:</p>	<p>Approved by Registrar Date: 01/01/2022</p>
<p>Job Title</p>	<p>Graphic Designer</p>
<p>Duties and Responsibilities</p> <ul style="list-style-type: none"> • Prepares work to be accomplished by gathering information and materials. • 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. • Ensures operation of equipment by completing preventive maintenance requirements; following manufacturer’s instructions; troubleshooting malfunctions; calling for repairs; maintaining equipment inventories; and evaluating new equipment. • Completes projects by coordinating with outside agencies, art services, printers, etc. • Maintains technical knowledge by attending design workshops; reviewing professional publications; and participating in professional societies. • Contributes to team effort by accomplishing related results as needed. 	
<p>Qualifications:</p> <ul style="list-style-type: none"> • Bachelor’s degree in graphic design, industrial design, or interior design, or equivalent experience • Strong graphic design skills • Layout skills 	

- Analytical skills
- Creativity
- Flexibility
- Attention to detail
- Deadline-oriented
- Desktop publishing tools and graphic design software
- Acute vision
- Time-management skills
- Communication skills
- Handles rejection