



NOTICE OF VACANCY

Graphic Designer/Photographer

REPORTS TO: Director of Public Relations

DESCRIPTION OF POSITION

At Mississippi Delta Community College (MDCC) we value the ability to serve students from a broad range of socioeconomic backgrounds, genders, abilities, and orientations. We prioritize applicants who demonstrate they understand the benefits a diverse student population brings to a community college. The successful Graphic Designer/Photographer will be an equity-minded individual committed to student success by collaborating with faculty, staff, administration, students and community partners who support the institution's mission.

The Graphic Designer/Photographer, under the direction of the Director of Public Relations, is a multi-faceted position responsible for providing creative services for visual communication content in accordance with marketing and advertising goals of the College. This position participates and assists in various projects as a key member of the Public Relations team.

More specifically, the Graphic Designer/Photographer is responsible for the following:

DUTIES AND RESPONSIBILITIES

- Develop creative pieces for multiple projects at a time while ensuring quality and completion by project deadlines.
- Develop concepts for and design print and digital collateral materials, including but not limited to brochures, advertising, fact sheets, infographics, e-blast campaigns, invitations, postcards, newsletters, flyers, posters, social media campaigns, and presentations.
- Illustrate concepts by designing rough layout of art and copy regarding arrangement, size, type size and style, and related aesthetic concepts.
- Serve as the College photographer
- Assist in coordinating campus photography and maintain a calendar of photography events for the Office of Public Relations, both general and athletic events.
- Assist with projects that will including working hours outside of regular office hours, including nights and weekends and occasionally off-campus.
- Perform all other duties as assigned.

MANDATORY QUALIFICATIONS

- Applicant must hold the minimum of a Bachelor's degree in Art, Drawing, Graphic Design or a closely related discipline from an accredited institution.
- Applicant must have advanced computer and software knowledge necessary to perform duties associated with the position.
- Strong portfolio showcasing a range of video and photography work.

DESIRABLE QUALIFICATIONS

- Master's degree in Art, Drawing, Graphic Design or a closely related discipline from an accredited institution.
- Previous experience working in a higher education setting.

KNOWLEDGE AND SKILLS REQUIRED

- Strong storytelling and visual communication skills.
- Advanced understanding of composition, lighting, color, and design principles.
- Excellent organizational and project management skills.
- Ability to manage multiple priorities with attention to detail.
- Strong interpersonal skills and ability to work with diverse audiences
- Creative problem-solving and adaptability.
- Ability to collaborate and communicate effectively with other professionals in a team setting
- Ability to effectively meet project deadlines
- Ability to interact positively and effectively with students, faculty/staff, and administrators
- Ability to maintain confidentiality
- Ability to work evenings and weekends as the scope of the job will occasionally require attendance at evening and/or weekend activities, events, etc.
- Ability to work well in a fast-paced setting
- Ability to work well under pressure
- Skilled in Microsoft Office including Word, Excel, PowerPoint and Outlook

PHYSICAL DEMANDS

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

The employee may also be required to safely transport, set up, and operate drone equipment and audiovisual production systems during institutional and athletic events. The employee will need to have the ability to lift and transport video and photography equipment. They will also need to be able to work in indoor and outdoor environments and varying weather conditions. The employee will also need to be able to stand or move for extended periods during event coverage.

While performing the duties of this job, the employee is regularly required to use hand to finger, handle, or feel objects, tools, or controls; reach with hands and arms; and talk or hear. The employee frequently is required to sit, stand and walk. The employee is occasionally required to climb, balance, stoop, kneel, crouch, or crawl.

The employee must occasionally lift and/or move up to 50 pounds. Specific vision abilities required by this job include close vision. This position may require prolonged periods of viewing a computer screen. This position requires travel and may require working some evenings and weekends.

WORK ENVIRONMENT

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. The noise level in the work environment is usually moderate.

TERMS OF EMPLOYMENT

This is a Full-Time, 12-Month, Non-Exempt, Non-Teaching Professional (NP) position.

SALARY

The salary will commensurate with education and experience.

APPLICATION PROCEDURES

Applicants should submit all of the following in order for their application to be considered for employment:

1. MDCC Employment Application (online only)
2. Unofficial College Transcript(s)
3. Current Resume
4. Authority to Release Information Form/ Consent Form

The MDCC Employment Application can be found on the MDCC Human Resources website, <https://msdelta.formstack.com/forms/applicationforemployment>

Official transcripts **are required upon hire** and may be sent directly from the university/college electronically to humanresources@msdelta.edu or via postal mail to:

Office of Human Resources - P. O. Box 668 - Moorhead, MS 38761

DEADLINE TO APPLY

Internal/External – September 10, 2026 at 5:00 P.M.