**POSITION VACANCY**

**Marketing Specialist, Graphic Design**

Westminster College, a liberal arts college located in New Wilmington, Pennsylvania, seeks a versatile and creative graphic designer. The successful candidate will create visual materials for institutional communication needs, with a particular focus on enrollment marketing and admissions events. This position reports to the Chief Information Officer in the Office of Marketing & Communication and works closely with colleagues in Admissions, Academic Affairs, and Student Affairs.

**Primary Responsibilities**

- Design print recruitment materials such as viewbooks, fact sheets, postcards and event displays
- Create graphics for the website, email campaigns, social media and video
- Apply and protect Westminster's brand standards across all materials
- Appropriately incorporate design trends to ensure materials stay relevant, while also complying with brand standards
- Manage multiple projects simultaneously and meet deadlines with campus partners
- Coordinate with off-campus printers and the on-campus print shop on production schedules
- Assist with other Office of Marketing and Communications efforts as assigned

**Qualifications**

- Bachelor's degree in graphic design, digital media, visual communication or a related field.
- Proficiency in Adobe Creative Cloud (InDesign, Illustrator, Photoshop, etc.).
- A portfolio showing strong typography, layout and brand-driven work
- Ability to work independently and with others in a team environment
- Excellent communication and time management skills

**To Apply**

Applicants from all backgrounds and recent college graduates are encouraged to apply. Interested individuals should submit a cover letter, resume, two design samples, and the names and contact information for three work-related references by email to marketing@westminster.edu. For full consideration, application materials must be received by **December 11, 2026**. An offer of employment is contingent upon the successful completion of Act 153 background checks.

Westminster College is an equal opportunity employer.