

SHANGHAI AMERICAN SCHOOL

JOB DESCRIPTION

TITLE: DESIGNER

POSITION SUMMARY:

The Designer is part of the award-winning Marketing and Communications Office at Shanghai American School (SAS), a collection of fun, inspiring professionals who help promote Shanghai's most storied international school. Our mission: To help parents make the most important decision in the world about the most important person in the world. Specifically, the designer is charged with layout and design for SAS marketing communications and coordinate the print/production projects as assigned.

SUPERVISED, EVALUATED BY & REPORTS TO:

Communications Manager

QUALIFICATIONS:

- Prefer a university graduate with major in production, communications, advertising, or related field
- Fluent in written and spoken English.
- Proficient with the Adobe suite and Microsoft Word and PowerPoint.
- Can demonstrate experience and skill as a designer.
- Strong attention to detail.
- Excellent interpersonal and organizing skills.
- Insatiable curiosity to learn new things.
- Ability to handle numerous assignments simultaneously and bring to completion.

PERFORMANCE RESPONSIBILITIES:

- Work within the school's brand standards to create logo and layout design for a wide variety of school sponsored events (we supported over 100 events last year alone).
- Support the layout and design updates and changes to divisional and administrative documents. These may include, but will not be limited to handbooks, agendas, manuals, staff directory, etc.
- Collaborate with other designer on the team to coordinate and consistently better our design abilities as a department.
- Coordinate all production requests, monitor production timelines and liaison with outside production vendor and internal purchasing department.
- Other reasonable duties as assigned.

SAS BELIEVES:

- That each employee makes a significant contribution to our success.
- That contribution is not limited to the assigned responsibilities.

Therefore this position description is designed to outline primary duties, qualifications and job scope, but not limit the employee nor SAS to only the work identified. It is the expectation of the School that each employee will offer his/her services wherever and whenever necessary to ensure the success of our organization.