

**POSITION:** Graphic Designer – 50% time  
Communications Office - Race to the Top  
Position #1109

**ANNUAL SALARY RANGE:** \$30,000 - \$40,000 plus benefits.

**APPLICATION PROCEDURE:** Please email or fax a letter of interest, a Colorado Department of Education Employment Application and resume to:

Email: [kispert\\_w@cde.state.co.us](mailto:kispert_w@cde.state.co.us)  
Fax : 303.866.6318 Telephone: 303.866.6815

To obtain a Colorado Department of Education Employment Application, visit our website at:

<http://www.cde.state.co.us/cdemgmt/HR/jobs.htm>

**NOTE: All materials submitted should be current and specifically address the qualifications for this position.**

Contact Wendi Kispert at [Kispert\\_w@cde.state.co.us](mailto:Kispert_w@cde.state.co.us) or 303-866-6815 for questions.

**CLOSING DATE:** Applicant materials must be received by 4:00 p.m., Thursday, February 16, 2012.

**CONDITIONS OF EMPLOYMENT:**

- Selected applicant is an employee at will.
- Direct deposit of paychecks is required.
- Smoking is not allowed in the State Office Building and is allowed only in designated areas outside the State Office Building.
- Selected applicant must comply with the Colorado State Board of Education's Drug-Free Workplace policy.
- As required by the Immigration Reform and Control Act (IRCA), the selected applicant must verify, within 72 hours of employment, his/her legal right to be employed in the United States.

The CDE is committed to a policy of nondiscrimination in relation to race, color, sex, sexual orientation, religion, national origin, ancestry, age, marital status or disability in admissions, access to, treatment, or employment in educational programs or activities which it operates. The following person has been designated to handle inquiries regarding the CDE's compliance with Title IX and Section 504: The Human Resources Director; Colorado Department of Education; 201 E. Colfax Ave. #201; Denver, CO 80203; (303) 866-6815. NOTE: The State of Colorado encourages all qualified minorities and persons with disabilities to apply.

Note: This position is a half- (50%) time position and is funded by federal Race to the Top grant funds for a four-year period and is subject to continuation of those funds.

Position will telecommute from home 80-90 percent of the time.

**Minimum Qualifications:**

- Bachelor's degree from an accredited college or university in journalism, communications, graphic design, marketing, advertising or closely related field.
- Minimum of three (3) years experience in communications, graphic design, photography, pre-press, typography, page layout, print production, and finishing methods.
- Advanced design skills including scanning files, creating/editing graphics, enhancing/manipulating photographs, color management, typography, and page layouts and grids.
- Excellent verbal and written skills.
- Ability to work independently to organize, prioritize, manage, and successfully execute multiple assignments simultaneously.
- Ability to work from home and to telecommute by collaborating with staff using shared files, internet, and intranet.
- Ability to work with a team in a fast-paced environment.
- Highly proficient operating knowledge and experience with Quark Xpress, Adobe Illustrator, Adobe Photoshop, Adobe In-Design, Adobe Acrobat, MS Word, Excel, and PowerPoint.

**Preferred:**

- Knowledge of contemporary design theory.
- Knowledge of Associate Press style.
- Basic HTML/CSS skills.
- Excellent oral communications and interpersonal relation skills.
- Customer service and public relations skills.
- Critical thinking and problem-solving skills.
- Ability to collaborate with staff on various projects.
- Ability to manage multiple short- and long-term projects.

**Major Duties and Responsibilities:**

- A. Develop and design effective communication tools to support the implementation of the CDE's Race to the Top plan and the state's reform initiatives.
- B. Serve as a member of the Race to the Top Program Team and assist in achieving overall Race to the Top plan goals.
- C. Collaborate with staff to implement communications/marketing strategies and plans that advance the state's reform agenda. Use contemporary design theory to deliver strategic messages. Identify target audiences, tone, and purpose of each product.
- D. Provide creative direction for communication vehicles by applying knowledge of graphic elements and pre-press skills to create artwork that maximizes the effectiveness and attractiveness of print and electronic publications.
- E. Research new methods of graphic design and delivery to learn about the most effective methods, and to incorporate new technologies.
- F. Create brochures, reports, flyers, fact sheets, newsletters, marketing materials, logos, sophisticated power point presentations, and other materials for appropriate target audiences.
- G. Uphold and maintain CDE brand messaging, style guide, and style manual.
- H. Use desktop publishing software to produce professional print and electronic materials to be delivered statewide and throughout the education community. Integrate typography, photography, graphics, and color schemes into effective designs and layouts. Communicate timelines and progress.
- I. Coordinate printing schedules and monitor production (from paper selection to print and delivery).
- J. Develop graphics, content, and messaging for the web.
- K. Order print supplies, stock photography, graphics, and software as needed.
- L. Other duties as assigned.