

Visual Designer/Service Design Specialist  
Exempt-Full time

The Department of Environmental Health and Safety (EH&S) supports and advances the teaching, learning, and research activities of Stanford University by providing and coordinating programs and services that foster a safe and healthy campus community. Environmental Health and Safety is seeking a visual designer and service design specialist to help take our graphic, user interface, and service designs to the next level. The Visual Designer and Service Design Specialist will work closely with EH&S subject matter experts and other stakeholders to create compelling, readable, intuitive designs for projects of varying sizes and complexities including posters, web and mobile user interfaces, user experience designs, infographics, and identifying ways that EH&S can optimize the design of the many services we offer.

*Note: Not all unique aspects of the job are covered by this job description*

Graphics Designer 2

Job Code: 4242

Job Grade: H

**JOB PURPOSE:**

Develop and execute work in the field of visual communication.

**CORE DUTIES\*:**

- Under general creative direction, take responsibility for projects from client contact through delivery.
- Create the artwork and design for a variety of platforms, including layout for digital projects, starting from an initial concept and thinking in terms of broader solutions.
- Maintain quality control of content, and support design strategy and execution.
- Inspect proofs for accuracy and adherence to appropriate production standards.
- May coordinate with multiple clients to develop themes and designs to achieve desired results.
- Create content specification and design guidelines.
- May provide guidance to other staff or contractors.
- Maintain knowledge of industry standards, trends and state-of-the-art technology to provide and enhance services.

**ADDITIONAL CORE DUTIES:**

- Produce complex illustrations, graphics, images, UI & UX designs, infographic, etc., for a variety of digital and print design projects.

- Work closely with project managers and clients to identify needs and success/completion criteria for projects, and create/iterate designs using pre-identified specifications.
- Work as a core member of the service design team to identify needs and success/completion criteria for projects, create/iterate designs using pre-identified specifications.

\* - *Other duties may also be assigned*

### **MINIMUM REQUIREMENTS:**

#### **Education & Experience:**

Bachelor's degree in related field and three years of relevant experience or equivalent combination of education and relevant experience.

#### **Knowledge, Skills and Abilities:**

- Ability to work around an initial concept and think in terms of broad solutions.
- Demonstrated experience and understanding of job-required software applications and mediums, including browser usability and cross platform compatibility.
- Ability to present a portfolio that reflects creative work.
- Ability to adapt to changing priorities, deadlines, and customer needs.
- Ability to work on multiple projects simultaneously.
- Strong organizational and communication (both written and verbal) skills.
- Ability to perform detailed work with a high level of accuracy and attention to detail.

#### **Additional Knowledge, Skills and Abilities:**

- Demonstrated understanding of graphic design principles and color theory.
- Ability to think out of the box and to iterate ideas quickly.
- Ability to work effectively both individually and as part of a team.
- Ability to decipher customer requests and identify the real need.
- Strong Knowledge of service design, including creating blueprints, journey maps, etc.
- Ability to communicate design specification to technical terms (basic understanding of JavaScript, html, and css).
- Experience with Adobe Creative Cloud Suite (Photoshop, Illustrator, InDesign) mandatory.
- Experience with Trello, Slack, Sketch, Mural, Google Analytics, and data visualization a plus.
- Excellent critique skills and must be able to provide insightful and objective design feedback.
- Self-starter and proactive. Must be able to identify improvements and ideas and make them happen.

#### **Certifications and Licenses:**

None

**PHYSICAL REQUIREMENTS\*:**

- Visual acuity including color vision.

*\* - Consistent with its obligations under the law, the University will provide reasonable accommodation to any employee with a disability who requires accommodation to perform the essential functions of the job.*

**WORK STANDARDS:**

- Interpersonal Skills: Demonstrates the ability to work well with Stanford colleagues and clients and with external organizations.
- Promote Culture of Safety: Demonstrates commitment to personal responsibility and value for safety; communicates safety concerns; uses and promotes safe behaviors based on training and lessons learned.

Subject to and expected to comply with all applicable University policies and procedures, including but not limited to the personnel policies and other policies found in the University's Administrative Guide, <http://adminguide.stanford.edu>.

**To apply for this position:**

- Go to <http://stanfordcareers.stanford.edu/>
- Click the button "Search Jobs" at the top of the page
- Type in the job number "**79264**" in the find Jobs by Keyword
- Click the "Search" button
- Click on the Job Title
- Click the button "Apply for Job"

***Only applications submitted through the Stanford jobs site will be considered.***

*Stanford is an equal opportunity employment opportunity and affirmative action employer. All qualified applicants will receive consideration for employment without regard to race, color, religion, sex, sexual orientation, gender identity, national origin, disability, protected veteran status, or any other characteristic protected by law.*