Job Description

Job Title: PMNM Graphic & Web Designer

Job ID: 11344

Project Name: National Ocean Service

Full/Part Time: Full-Time

Regular/Temporary: Regular

Regular, Full-Time, RCUH Non-Civil Service position with the National Ocean Service (NOS), Papahanaumokuakea Marine National Monument and World Heritage site (Monument), located in Honolulu, Hawaii. Continuation of employment is dependent upon program/operational needs, satisfactory work performance, availability of funds, and compliance with applicable Federal/State laws.

MINIMUM MONTHLY SALARY: Salary commensurate with qualifications.

DUTIES: Responsible for developing, maintaining and managing multi-agency website and print materials displaying wide array of scientific, education, outreach, and cultural information. Assist in production of materials for meetings, conferences, and presentations for local, national and worldwide audience. Oversee consistent use of visual branding and identity for multi-agency materials. Work as part of the media relations team as well as event planning teams.

PRIMARY QUALIFICATIONS: EDUCATION: Bachelor’s Degree from accredited four (4) year college or university in computer or web design, graphic arts, commercial arts/design or related field. (Six to eight (6-8) years of experience in web development/management, commercial graphic design/arts, or visual communications/marketing may substitute for a Bachelor’s Degree).

EXPERIENCE: Four to six (4-6) years experience in graphic design work using graphic, web and desktop editing software. Experience with overseeing production and quality control of printed materials. Experience in overseeing other contractors that are assisting in the development of web and print products. Experience in developing graphical user interfaces for application development tools. Experience in product branding and identity.

ABILITY/KNOW/SKILLS: Knowledge of a variety of internet technologies including HTML, CSS, XML, SSI, SVG, Javascript, jQuery, Actionscript. Knowledge of Adobe Creative Suite applications using Dreamweaver, InDesign, Illustrator, Photoshop, Flash, Fireworks, Acrobat. Knowledge of Microsoft Office applications using PowerPoint, Word, Excel. Awareness of industry standards for accessibility, usability, technical specifications in both web and print publishing environments. Demonstrate strong graphic design and visual communication. Proficiency in both Windows and Mac operating systems. Possess excellent oral and written communication skills. Be able to work under short deadlines, prioritize work, and handle frequent changes in priorities. Have excellent organizational skills and handle multiple tasks and projects simultaneously.

SECONDARY QUALIFICATIONS: Familiarity with the National Oceanic and Atmospheric Administration and the Office of National Marine Sanctuaries. Familiarity with the Hawaiian Islands, its communities, and issues. Ability to create primary and alternative designs based on desired end product within time limitations. Ability to exercise sound judgment, take initiative, and make recommendations to solve problems. Ability to think both analytically and creatively in order to provide maximum level of support to both internal and external customers.

INQUIRIES: Moani Pai 397-2660.

APPLICATION REQUIREMENTS: The preferred method of applying for a job is through our on-line
application process. Please go to www.rcuh.com, click on "Employment" and navigate to "Job Announcements/Apply for a Job." However, if you do not have access to the Internet, you may apply by submitting resume; cover letter including Recruitment ID#, referral source, narrative of your qualifications for position and salary history; names, phone numbers and addresses of three supervisory references and copy of degree(s)/transcripts/certificate(s) to qualify for position by fax (808) 956-5022, mail, or hand-deliver to: Director of Human Resources, Research Corporation of the University of Hawaii, 2530 Dole Street, Sakamaki Hall D-100, Honolulu, HI 96822 before the closing date. Online applications and faxed documents must be submitted/received by the closing date (11:59 P.M. Hawaii Standard Time/RCUH receipt time). Mailed documents must be postmarked by the closing date. Hand-delivered documents must be received by our HR office by 4 P.M. Hawaii Standard Time/RCUH receipt time. If you have questions on the application process and/or need assistance, please call (808)956-3100.

EEO/AA Employer.

Please apply before 07/06/2011