



## Graphic Design Assistant for E-Commerce Publishing Company

We are immediately seeking a driven and detail-oriented individual eager to work within a fast-paced creative team. We are looking to create inspiring and creative print materials and need a part-time **Graphic Design Assistant** to provide support within the creative team. The ideal candidate possesses a passion for excellent design work and has a keen eye for design. This candidate will help us provide strong and timely customer service to meet our deadlines in a high-paced and upbeat environment. This will be an ideal opportunity for someone who is looking to both develop and enhance a wide variety of creative and design skills.

We're working on some exciting projects to expand our reach in the academic publishing space and save students money. We are growing our title catalog and it is an exciting time to be part of our team. We are updating many of our design processes and you can be working right along with our experienced designers. If you are extremely proficient with the Adobe Creative Suite and want to be part of a creative design team, this might be your chance to work on nationally marketed books, as well as online and print marketing collateral to expand and enhance our brand. Students are encouraged to apply. Please note that we are looking for someone *to work at our San Diego office*, not remotely.

### Qualifications:

- Must be at least 18 years of age.
- College degree in graphic design or equivalent combination of skill, education, and experience is required. Current students are encouraged to apply.
- Must be highly proficient in Adobe Creative Suite applications (Illustrator and Photoshop required, InDesign is a bonus) and font management software.
- Must have knowledge of print terms and processes. Previous print experience or equivalent is required. Will work on a PC so must be comfortable with designing on PC.
- Must have a proven eye for design.
- Must possess strong technical and analytical skills, as well as being detail-oriented, and thrive in a fast-paced environment. Proven ability to prioritize daily operations in order to meet deadlines, ensure efficient workflow, handle multiple tasks simultaneously and maintain a positive attitude.
- This position requires attention to detail, highly effective handling of print processes (CMYK v. RGB, vector v. raster, spot color v. process, bleed, trim, typesetting), and strong troubleshooting skills.
- Professional demeanor along with strong verbal and written communication skills.

### Position Details:

- **Part-time position** with hours ranging from approximately 10 to 15 hours per week depending on the volume of work and the time of year. At certain times of the year, we may ask you to work more hours or later shifts. If you are a student, we will work within your class schedule as needed.

- Troubleshoot print issues (font related, file setup with proper bleeds, etc.) digital file creation, manipulation, and optimization, pagination, quality control.
- Produce error free print-ready files for academic publishing and send to print vendors.
- Adjust images (cropping, retouching, repositioning) in tandem with typesetting (kerning, tracking, word spacing).
- Help design our repository of collateral and marketing materials for each individual book we publish and promote nationally.
- Update and build company marketing materials adhering to our design standards.
- Assist with creating web banners and graphic design elements for html email marketing campaigns and other online campaigns through social media, blogs, websites, etc. as well as print materials for events.
- Precision data entry on all points of the production process, running reports and updating data in our print production database. Compiling and sharing information on work tasks with colleagues, responding to inquiries on tracking of projects and helping with mass updates of data for projects.
- Checking for and ensuring perfect final product and usability in printed format.

**Start Date:** Immediate

**Status:** Part-time, Hourly

**Reports To:** Senior Marketing Manager

**Location:** This position is based out of our corporate office located in the Sorrento Valley area of San Diego, California (one mile north of UCSD). Relocation assistance is not available for this position.

**Compensation:** \$16.00-18.00 per hour, DOE

### **To Apply:**

If you'd like to be considered for this role, please submit the following items to [careers-marketing@cognella.com](mailto:careers-marketing@cognella.com):

- Resume
- Cover Letter

All submissions will be held in confidence.

Cognella, Inc. is an Equal Employment Opportunity (EEO) employer

**Recruiters, please do not contact this job post.**

## About Cognella:

Cognella® is redefining academic publishing by creating teacher-driven, student-centric higher education course materials in print and digital formats under three imprints: Cognella® Academic Publishing, University Readers®, and Cognella® Active Learning. Cognella also publishes engaging nonfiction titles featuring modern perspectives as Cognella® Press. Learn more at [www.cognella.com](http://www.cognella.com).

Cognella was recently awarded a 2017 Top Workplaces designation by the San Diego Union-Tribune. We're proud to offer Cognella team members a work environment that fosters collaboration, innovation, and the opportunity to contribute significantly toward the goals of the company.

