

**Job Title** : Associate - Graphic Designer

**Employment type** : Full-time

**Probation Period** : 6 Months

**Reporting Relations (to)** : Director (Development & Operations)

**About Institute** : Rishihood University is an upcoming university in Sonapat - Delhi NCR, founded by a group of philanthropists for providing high quality education. The university is laid down on three pillars - the research, consultancy and research-rich learning. Rishihood has Schools of Creativity, Education, Healthcare, and Entrepreneurship.

**Website** : <http://rishihood.edu.in>

**Position Scope: (Summary)** : We are looking for a creative Graphic designer with up-to-date knowledge to interpret our creative needs and to design solutions with high visual impact. You will work on a variety of products, including websites, books, magazines, brochure, marketing collaterals, exhibitions, corporate identity etc. and you will cooperate with our designers and internal teams.

The Graphics Associate needs excellent interpersonal skills. The ability to forge strong and successful working relationships without face to face interaction is essential. Customer satisfaction and Productivity are measured and used both for professional development and performance evaluation purposes.

Sense of service and ability to create additional demand through quality of delivery is paramount for this position. Graphics Associates are expected to be native or fluent English speakers. In addition, the same level is required in any other language of operation.

**Job Duties (Key Responsibilities and Accountabilities)** :

- Production of CORE graphics using design software and tools
- Communication with admission consultants, counselors and staff to produce work that is timely, accurate, and meets Rishihood's standards
- Accountability for personal output quality, on time delivery, customer communications
- Adherence to Rishihood's Operating Principles – Results, Teamwork, Professionalism

**Requirements (Knowledge and Experience)** :

**Essential**

- Proven graphic designing experience, Minimum 1 year
- Possession of creative flair, versatility, conceptual/visual ability and originality
- Demonstrable graphic design skills with a strong portfolio
- Ability to interact, communicate and present ideas
- Up to date with industry leading software and technologies (In Design, Illustrator, Dreamweaver, Photoshop, Sketch etc)
- Highly proficient in all design aspects
- Professionalism regarding time, costs and deadlines

**Special conditions** : 

- You have to be ready to hustle! We move super fast. We work at ambitious scale. We take serious risks.
- Done is better than perfect, and continual iteration is key.
- You must be ready and excited to learn on your feet and help take our university to the next level.
- A small amount of out-of-hours working may be needed for special events. This will generally be compensated by time off in lieu.

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**Salary Grade / Remuneration** : The total financial compensation would be commensurate with the job assignment. Fixation shall depend upon Qualification and Experience of the Candidate

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**Location** : Sonipat, Haryana – Delhi (NCR)

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**To Apply** : Email a copy of your resume, and a cover letter describing your motivation and objective to join Rishihood University to [careers@rishihood.edu.in](mailto:careers@rishihood.edu.in)

Please mention Job Position in Email's Subject line

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