



Republic of the Philippines
BATANGAS STATE UNIVERSITY
Batangas City

HUMAN RESOURCE MANAGEMENT OFFICE

Batangas State University is seeking applications from competent candidates, regardless of sex, sexual orientation and gender identity, civil status, disability, religion, ethnicity, or political affiliation to fill the following positions:

1. One (1) Senior Graphic Artist - SG 17
(Under Job Order Status; To be assigned at the Office of the University President, BatStateU - Central)

Education: Degree in Advertising/Media, Arts/Design/Creative Multimedia or equivalent

Experience: More than 5 years of experience specializing in Arts/Creative Multimedia or equivalent

Expertise: Advance in Adobe InDesign, Photoshop, Adobe Illustrator, Adobe After-Effects and other design software related to graphic design.

Salary Grade 17 – (262.25/hour)

Duties and Responsibilities:

- Conceptualizes, plans, designs, and produces a wide range of specialized graphic, typesetting and/or illustrative material, to include multimedia concepts; writes and edits basic copy
 - a. Design and Layout the Official Publication of the Office of the University President
 - b. Make title cards and graphic illustrations such as graphs, art diagrams, etc. from factual data for university reports;
 - c. Design trophies, plaques, certificates, invitations for use in the university activities;
 - d. Design and layout graphic materials for Advertisements and Announcements in the university website.
- Oversees and coordinates the production process; develops and writes printing and/or other production specifications, and selects appropriate production media and materials, such as ink and paper; inspects proofs for accuracy and adherence to appropriate production standards.
- Research on the latest trend of artworks for publications and other media materials.
- Perform other task of the same nature as may be required by higher authorities.

Qualified applicants may send their application letter addressed to the **University President, Dr. Tirso A. Ronquillo**, thru **Atty. Noel Alberto S. Omandap, Assistant Director of HRMO**, together with your updated resume, transcript of records and other credentials at **recruitment.main@g.batstate-u.edu.ph** with the subject **ATTN: Application for Senior Graphic Artist**. Submission of application is only from **March 02, 2021 to March 11, 2021**.

The above positions are for immediate hiring. Terms and condition of employment will be discussed during interview. For additional information you may also call 980-0385 local 1104.