



NORTHERN CARIBBEAN UNIVERSITY

A Seventh-day Adventist Institution

Applications are invited from suitably qualified individuals to fill the following position:

Media and Graphics Designer, Digital Education

The Media and Graphics Designer plays a pivotal role in creating compelling visual content to support digital learning initiatives. This includes designing graphics, animations, and multimedia assets that enhance the quality, engagement, and effectiveness of online courses and instructional materials. The ideal candidate is a creative problem-solver with a strong grasp of visual communication, instructional design principles, and current digital media tools.

Required Skills and Competencies:

- Demonstrated proficiency using standard office software applications and web page editors, graphic software, and basic HTML.
- Project management principles and practices.
- Attention to detail.
- Capable of handling and interacting with a team.
- Good knowledge of how to interact with internal and external clients.
- Capable of handling difficult situations in a professional manner.
- High standards of ethics and confidentiality to handle sensitive information.
- Be knowledgeable of and committed to the philosophy, principles and mission of the Seventh-day Adventist church, and give witness to these values in his/her professional and Christian life.
- Proficiency in Adobe Creative Cloud (Photoshop, Illustrator, Premiere Pro, After Effects).
- Experience with animation and motion graphics creation.
- Understanding of design for accessibility and universal design for learning (UDL).
- Familiarity with digital learning platforms and basic instructional design principles.

Required Qualifications and Experience:

- Bachelor's degree in Graphic Design, Multimedia Production, Mass Communication, or a related field.
- Minimum Qualifications: Associate degree in Information Technology, Graphic Design or related field.
- Minimum 2 years' experience in multimedia production, graphic design, or educational media.

APPLICATION GUIDELINES

1. The subject line of the application should contain the name of the position that is being applied for as listed above e.g. “**Media and Graphics Designer**” and addressed to:

The Director, Human Resource
Northern Caribbean University
Manchester Road
Mandeville, Jamaica, West Indies
Phone: 876-963-7163
E-mail: hr@ncu.edu.jm

2. Applications should be made by sending the following information as **ONE single attachment** (either in PDF or word format) to hr@ncu.edu.jm incorporating all of the below required information:
 - A Curriculum Vitae, including all qualifications and experience, and a cover letter addressing your interest and suitability for the role.
 - The names, email addresses, correspondence addresses and telephone numbers of three referees whom the University may contact.
3. Short-listed candidates will be expected to present original degrees and request transcripts of their grades to be sent directly to the Human Resource Department
4. **Application Deadline:** The completed application documents should be forwarded by email to arrive no later than **Friday, July 18, 2025.**

As a Seventh-day Adventist Institution Northern Caribbean University gives preference to qualified individuals who are members of the Seventh-day Adventist Church.