

Job Description | Creative Design Specialist, NUTM Scholars Program

About Nigerian University of Technology and Management

The **Nigerian University of Technology and Management (NUTM)** is a pioneering higher education initiative to identify and train the next generation of leaders in technology and management for Africa. NUTM will strive for excellence in technology and management and become a hub for best-in-class learning and research. It will focus on areas in Science, Technology, Engineering, Mathematics, and Management in its academic offerings at the undergraduate, postgraduate, and doctoral levels.

About NUTM Scholars Program

The **NUTM Scholars Program (NSP)** is NUTM's flagship program. It is a one-year full-time interdisciplinary postgraduate program in Technology, Entrepreneurship and Design. During the program, Scholars will learn and study concepts in technology, entrepreneurship and design, management and leadership. The NSP intends to groom stellar young leaders from a diverse range of backgrounds across Africa to be change agents for the region and the world.

About the role

We are offering a unique opportunity to build an institution characterized by excellence. One that will significantly impact higher education in Nigeria and Africa. This role has immense potential to evolve, as the University grows.

The **Creative Design Specialist** will work across all elements of NUTM brand, communications and marketing efforts including design of student recruitment campaigns, executive presentations, employee engagement campaigns, and external communications.

The role of the **Creative Design Specialist** will sit within the NUTM Project Management Office and work closely with the Communications Officer, Head of Academic Strategy and Delivery, and Director of the Project Management Office to create high quality communication and marketing materials for NUTM.

Responsibilities

1. Conceive and design static and video assets for NUTM online media
2. Design and manage the production of marketing and promotion materials such as flyers, brochures, booklets, etc.
3. Conceptualize and manage video recordings for brand promotion (testimonials, event coverage, documentaries etc.)
4. Conceptualize and manage production of animated video materials, motion graphics, etc.
5. Liaise with printers, photographers, videographers, advertising agencies and other vendors to obtain costs, prepare payments and receive finished work as required
6. Manage and update existing brand collaterals and keep up-to-date record of work produced in the department (photos, videos, brochures, student handbook and profile book, pitch presentations, newsletters, etc.)
7. Serve as quality controller for brand collaterals and branded items
8. Manage all APCON-related activities.

9. Liaise with all internal and external parties on branding requirements for events and/or communication materials.
10. Advise on website design and management
11. Ensure brand guidelines and directives are adhered to in all executions

Preferred Qualifications

1. Bachelor's degree in Creative Arts, Fine Arts or related field
2. 4+ years of experience creating key design elements such as: visual identity, branding, marketing materials, presentations, infographics, email newsletter design and social media marketing content
3. Agency experience will be an advantage

Functional Competencies

1. Thorough understanding of graphics and design software such as Adobe Creative Suite (Illustrator, Photoshop, Bridge, etc.) and CorelDraw
2. Familiarity with the use of video recording equipment and editing software
3. Strong attention to detail to produce error-free and high-quality work as well as when assessing photographs, graphic design, videos etc.
4. Exceptional oral, interpersonal, writing and presentation skills
5. Strong professionalism regarding time, costs, and deadlines
6. Strong work ethic, drive and energy with a result-oriented mindset
7. Self-reliant and able to work in a start-up environment
8. Positive attitude and demonstrated commitment to excellence
9. Strong interpersonal skills and an ability to collaborate and maintain effective relationships with all NUTM stakeholders
10. Strong research and project management skills
11. Must possess excellent organizational skills
12. A strong team player with a professional attitude

Compensation

Competitive salary package

How to apply

e-mail your CV and cover letter to hr@nutmng.org