

**Open Position: Graphic Designer & Office Assistant
Adventist International Institute of Advanced Studies
Silang, Cavite, Philippines**

**The Adventist International Institute of Advanced Studies (AIAS)
Is seeking an individual to serve full-time as a Graphic Designer & Office Assistant in the
AIAS Public Relations Department**

Responsibility Overview

Responsible for graphic design, photography, brand management, and project-based work. Provides clerical support to the Administrator for Public Relations, Student Recruitment and Alumni.

Required Qualifications and Skills

1. A member of the Seventh-day Adventist Church and upholds its beliefs and lifestyle.
2. Earned a Bachelor's degree from a four-year college or university.
3. Proven working knowledge of design software and technologies (such as InDesign, Photoshop, Illustrator, and Acrobat).
4. Proven photography skills for indoor, outdoor, and studio setups.
5. Demonstrates good English skills in both oral and written communication.
6. Projects a professional image in dress, manner, and phone interaction.
7. Organizational and time management skills.
8. Ability to manage production and publications schedules in timely manner.
9. Excellent interpersonal skills and work initiative.

Preferred Qualifications and Skills

1. A high degree of attention to aesthetics and details.
2. Degree in Graphic Design.
3. Excellent in English skills.
4. Ability to write and edit news stories.

Required Work Experience

1. At least one year of work experience as a graphic designer.
2. Proven graphic design and layout experience, as demonstrated in a portfolio.

Key Responsibilities

1. Produces or assists in the design of marketing materials (such as brochures, advertisements, tarps) and institutional publications (such as academic bulletin, handbooks, journals, manuals, reports).
2. Assists the Flags magazine editor by providing the layout and production of the Flags magazine.
3. Assists in planning and organizing recruiting trips.

4. Takes photos for event documentation, pictorial sessions and institutional profiles, and manages the digital libraries.
5. Designs and produces souvenirs and giveaway items.
6. Assists in promoting and updating the institutional identity and brand guidelines.
7. Assists in managing alumni and donor records.
8. Supports in the organization of institutional events.
9. Manages the alumni mailing list.
10. Manages country flags upkeep, inventory, and restocking.
11. Projects a professional image of AIIAS through interpersonal, email, and phone interaction.
12. Provides support to the Administrator for Public Relations, Student Recruitment and Alumni.
13. Other responsibilities as assigned by the Administrator for Public Relations, Student Recruitment and Alumni or the officer in charge.

Remuneration:

Remuneration will be according to the denominational wage scale at AIIAS considering educational qualifications, work experience, and years of service.

Application Process:

Applications are assured of full consideration if received by April 18, 2025. Please email your application letter and current resume with references to **recruitment@aiias.edu**.