

## GRAPHIC DESIGNER

(Part-Time: 20 Hours/Week)

Anglo-American University (AAU), the oldest private university in the Czech Republic, announces a search to fill a **part-time position of Graphic Designer** to join our Brand and Communications team.

The **Graphic Designer** is responsible for creating visual materials that support AAU's key marketing and communication activities. This includes developing graphics for digital communication, event promotions, and printed materials in line with AAU's brand guidelines.

### **RESPONSIBILITIES:**

- Design high-quality visual materials to support Anglo-American University's internal and external marketing communications and recruitment activities.
- Create graphics for digital channels, including social media, web banners, digital advertisements, and email campaigns.
- Develop printed materials such as posters, flyers, brochures, roll-ups, and event collateral.
- Ensure all designs align with AAU's brand identity, visual standards, and tone of communication.
- Collaborate closely with internal event organizers to understand project objectives, target audiences, and timelines
- Prepare production-ready files using DTP principles and coordinate revisions based on feedback.
- Manage multiple projects simultaneously while meeting deadlines in a fast-paced environment.
- Maintain and organize design assets and templates for consistent use across platforms.

### **REQUIREMENTS:**

- Proven experience in graphic design (professional experience or a strong portfolio required)
- Proficiency in Adobe Creative Suite, especially Illustrator, InDesign, and Photoshop
- Strong knowledge of DTP principles, including pre-press preparation, file formats, bleed, color modes (CMYK/RGB), and print specifications, particularly for recruitment materials
- Strong understanding of branding, typography, layout, and digital design principles
- Experience designing both digital and print materials
- Ability to translate concepts and briefs into clear, engaging visual solutions
- Good time management skills and the ability to work independently with minimal supervision
- English proficiency sufficient for professional communication

### **WE OFFER:**

- A trusted, international workplace located in the exceptional Thurn-Taxis Palace under Prague Castle
- Supportive and friendly team environment
- 5 weeks of paid vacation per year
- 5 paid sick days per year
- Flexible working hours

- Possibility to work from home occasionally
- Contribution toward a MultiSport card
- Subsidized lunch program at the nearby Charles University canteen
- Opportunities for personal growth, including discounts on studies at AAU
- Psychological counselling
- An opportunity to participate in the staff exchange programs
- A monetary work anniversary bonus (3, 5, 10 years, and beyond)
- Discounts at nearby restaurants and with our partners

### **APPLICATION PROCESS:**

#### **Applications should consist of:**

- Up-to-date CV
  - Cover letter outlining relevant experience and achievements for the position
- Interested candidates should send the **application** to the hiring team at **workwithus@aauni.edu**.
  - The review of applications and interviews will begin on January 12 and will continue until the position is filled.
  - **The selected candidate is expected to assume the role in early February 2026 (subject to mutual agreement).**

For more information about the University, visit the [website of Anglo-American University](#).