



Job Opportunity

Graphic Designer

Job Responsibilities

- Conceptualize and develop design drafts, graphics and layouts based on the requirements
- Follow brand guidelines
- Develop ideas, concepts and design solutions for various stakeholders and finalize the design incorporating their feedbacks
- Conduct design proof
- Coordinate with vendors to ensure high standard in line with production specifications and deadline
- Produce theme-based artworks and/or convert to digital platform.
- Construct all graphics for external and internal usage: Banners, merchandise, posts, posters, informational leaflets, booklets, etc
- Create appropriate layouts, give design drafts, handle ideation of merchandise, and primarily negotiate budget.
- Construct PR packages by appropriate categories: Individuals, Associations, Organizations, Industries etc
- Oversee all design and quality control of merchandise including school shop.

Educational Requirements

- Bachelor’s degree in Graphic Design, Visual Arts, or a related field.
- For a good artist with a good portfolio, educational requirements may be relaxed.

Skill Requirements

- Ability to work in a team as well as independently
- Complete understanding digital and print design and production process
- Should be able to communicate efficiently in writing and verbally in Bangla and English
- Must be comfortable with a fast-paced environment and work under-pressure to meet deadlines
- Must have high standard Photo-editing skills.
- Must have high standard digital and Print layout skills
- Proficiency in graphic design software such as Adobe Creative Suite (Premiere Pro, After Effects, Photoshop, Illustrator, InDesign) and other relevant tools.
- A robust portfolio showcasing a diverse range of design projects, including branding, print materials, digital media, and promotional content.
- Knowledge of some animation with Adobe After Effects, Cinema 4d, and Maya will be added advantage
- Strong visual design skills, including layout composition, typography, color theory, and illustration.
- Ability to create visually appealing and cohesive designs that align with the university’s branding guidelines and communication goals.

Experience Requirements

- 3-5 years of professional experience as a graphic designer, preferably in a creative agency, marketing firm, or within an educational institution.

Salary, Compensation and Other Benefits: According to University Policy

Employment Status: Full-time

Application Instruction:

1. Visit <https://career.aiub.edu/>
2. Click on the Sign-Up option and create your account.
3. Log in using your registered email and password.
4. Go to the Resume menu and complete your resume with the required information.
5. Open the Careers menu, search for your desired job, and submit your application.
6. If you face any confusion during the process, please use the Guideline option or send an email to career@aiub.edu.

Application Deadline: 31st October 2026