



Position Title:	Graphic Designer	Job Code:	0710
Reports To:	Art Director	Job Group:	PENC
Department:	Division of College Communications	Salary Grade:	13
Prepared By/Date:	Carol Flynn/01-30-2006	FLSA Status:	Exempt
Approved By/Date:	Juan Mendieta/01-30-2006		
Revised:	Jennifer C. Brito/05-12-2009		

Summary:

The Graphic Designer provides creativity and originality in the design and production of manual and computer generated graphics for publishing, multi-media, photo and multimedia applications for the entire Division of Marketing and Publications.

Essential Duties and Responsibilities:

- Manages production workflow to meet art/computer graphics, and publication work requirements.
- Meets directly with clients, attends pre and postproduction conferences on concept, approach and selection of most appropriate media presentation to achieve the client's desired goals.
- Prepares design layouts, specifications and mechanicals for all printed and graphic materials.
- Researches and selects specific size and position of appropriate photos and illustrations to accompany ads and articles in publications.
- Prepares camera-ready layouts boards including color overlays.
- Participates in technical production and graphic composition activities.
- Provides artistic leadership in: planning, determining client's desired goals or outcomes, design, story board and production conferences with clients, coworkers, vendors and contractors.
- Prepares renderings.
- Operates Computer Graphic equipment and software.
- Performs other related duties as assigned.

Knowledge, Skills and Abilities:

- Extensive knowledge in state of the art computer graphics equipment, software and systems applications, which may include but is not limited to equipment and software such as Amiga 2000, Macintosh II, Compaq 386 with sketch table, Quark, Front page, Dreamweaver, Kurta Board, Digitizing camera, waveform monitor, Vectroscope; Professional Paint; Deluxe Photo Lab, Draw 2000. Sculpt 3D, Ultra Paint, SUM Tools, SAM Antivirus Protection and others.
- Knowledge of College policies and procedures related to purchasing and contracts.
- Knowledge of copyright regulations.
- Knowledge of current technological developments/trends in graphic arts field.
- Strong organizational and communication skills.
- Skilled in creativity, manual layout, computer graphics techniques, production, and design.
- Ability to meet deadlines while working under pressure.
- Ability to write reports, business correspondence, and procedure manuals.
- Ability to read, analyze, and interpret general business periodicals, professional journals, technical procedures, or governmental regulations.
- Ability to effectively present information and respond to questions from groups of managers, clients, customers, and the general public.

- Ability to solve practical problems and deal with a variety of concrete variables in situations where only limited standardization exists.
- Ability to work with user communities of diverse backgrounds and skill levels.
- Ability to work in a multi-ethnic and multi-cultural environment.

Work Environment:

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job.

While performing the duties of this job, the noise level in the work environment is usually quiet.

Physical Demands:

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee is frequently required to stand and reach with hands and arms. The employee is regularly required to use hands to finger, handle, or feel objects, tools, or controls; and talk or hear. The employee is occasionally required to walk and sit.

Specific vision abilities required by this job include close vision, distance vision, color vision, peripheral vision, depth perception, and the ability to adjust focus.

Essential Personnel:

Non-essential

Minimum Requirements:

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily.

- Bachelor's degree (BA or BS) from an accredited college/university in Fine Art, graphic Art or related field with major course work or training in computer assisted graphics and four (4) years of related experience in the arts and computer graphics filed.

ACKNOWLEDGEMENT

I have read and acknowledge receipt of a copy of my job description.

Signature

Date

Printed Name