



Position Title:	Art & Computer Graphic Supervisor	
Reports To:	Director	
Department:	Office of Communications	Job Code: 0711
Prepared By/Date:	Ricardo Delgado/07/09	Job Group: PENC
Approved By/Date:	Irene Munoz/07/09	Salary Grade: 14
Revised:	Jennifer C. Brito/11-6-2009	FLSA Status: Exempt

Summary:

The primary responsibility of the Art & Computer Graphic Supervisor is to develop print and web marketing material to enhance institutional awareness (local, national & international), increase enrollment, and promote cultural events.

Essential Duties and Responsibilities:

- Advises clients on ways to market their products and services
- Proposes alternatives solutions depending on client's budget
- Prepares specifications for vendors
- Communicates with vendors and supervises the supporting staff
- Organizes and executes a plan of action
- Creates and/or assigns the artwork necessary printing proofs for final production
- Researches and proposes new technologies that increase production, lower cost and benefit the institution
- Creates guides and procedures that help others do their job more efficiently
- Performs other related duties as assigned

Knowledge, Skills and Abilities:

- Excellent design skills
- Thorough knowledge of printing and production
- Extremely knowledgeable with all the trade software including, Photoshop, In design, Flash, Dreamweaver, Fireworks, Lighroom, illustrator, GMG ColorProof/ColorServer, Portfolio, Acrobat, Creative Management Solutions System (runs on FileMakerPro) QuarkXpress, Retrospect, Tridion, and the entire Microsoft Suite
- Professional interactions with college clients at all levels and vendors
- Excellent teamwork skills for highly interdependent workflow
- Web design skills
- Managerial skills

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 regularly required to sit; use hands to finger, handle, or feel objects, tools, or controls and talk or hear. The employee is occasionally required to stand, walk and reach with hands and arms.

The employee must occasionally lift and/or move up to 10 pounds.

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.

- Associate's degree in Science degree in Graphic Arts and Marketing Communications and ten (10) years of related experience.

ACKNOWLEDGEMENT

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

Signature

Date

Printed Name