



Position Title: Computer Graphic Artist
Reports To: Department Chair
Department: School of Entertainment and Design Technology
Prepared By/Date: Fernando Molliendo/6-29-2010
Approved By/Date: William Kreitner/6-29-2010
Revised: Jennifer C. Brito/7-6-2010

Job Code: 4245
Job Group: SNE
Salary Grade: 9
FLSA Status: Non-exempt

Summary:

Provides technical support to the graphics labs to assure the integration of equipment and software with curriculum of the Associates Degree Program in Graphic Design.

Essential Duties and Responsibilities:

- Duties include maintenance of the graphics labs, diagnostics of potential problems relating to equipment and/or software and networks.
- Supervises labs for student use and student assistants and monitors labs.
- Provide technical assistance to students on projects.
- Interact with vendors and technical reps to ensure the labs have proper software equipment and supplies necessary for quality education.
- Supervises student radio station, which includes scheduling airtime recording shows, monitors content of shows, broadcasting, and recording.

Knowledge, Skills and Abilities:

- Knowledge of Microsoft Office software applications.
- Excellent communication and customer service skills.
- Excellent organizational and interpersonal skills.
- Excellent computer skills.
- Ability to read and interpret documents such as safety rules, operating and maintenance instructions, and procedure manuals.
- Ability to write routine reports and correspondence.
- Ability to speak effectively with customers or employees of the organization.
- Ability to maintain effective interpersonal relations with students, faculty, and administration.
- Ability to follow oral and written instructions.
- Ability to work in a multi-ethnic and multi-cultural environment with students, faculty, and staff.

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 moderate.

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 sit 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 stand and walk.

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.

- One (1) year of college (30 credits) and three (3) years of related work experience in a related field, i.e., computer lab setting, library, media services, network, or any equivalent combination of education and experience.
- Documented computer skills required.

ACKNOWLEDGEMENT

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

Signature

Date

Printed Name