



Position Title:	Project Specialist		
Reports To:	Department Chair		
Department:	School of Entertainment and Design Tech.	Job Code:	4525
Prepared By/Date:	Fernando Mollinedo/07-07-2009	Job Group:	SNE
Approved By/Date:	William Kreitner/07-07-2009	Salary Grade:	12
Revised:	Jennifer C. Brito/8-17-2009	FLSA Status:	Exempt

Summary:

The primary responsibility of the Project Specialist is to maintain equipment machinery, computers, and software in the Graphic Printing lab on the North Campus and the Graphics labs on Kendall. This ensures that the labs are operational to teach the various classes on the Graphic Design program.

Essential Duties and Responsibilities:

- Maintain traditional printing equipment such as presses and plate makers by adhering to a maintenance schedule
- Troubleshooting or repairing damaged equipment
- Maintain computer graphics labs by monitoring and troubleshooting any potential problems involving either hardware or software
- Advising students for the graphic design program
- Actively participate in the recruitment of students by attending recruitment events representing the department and by aiding in the creation and distribution of recruitment material such as flyers and pamphlets
- Supervision of the MDC radio station on the Kendall Campus
- Performs other related duties as assigned

Knowledge, Skills and Abilities:

- Knowledge of basic graphic design and printing production principles
- Knowledge of equipment materials and software used in the industry

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.

- Associates Degree in Science in either Graphic Arts or Graphic Design
- Minimum of two (2) years experience in the graphics arts industry

ACKNOWLEDGEMENT

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

Signature

Date

Printed Name