



Position Title: Part-Time Graphic Arts Technician-ACCESS/MEED

Job Code: 8219

Reports To: Staff Associate

Grade: CT

FLSA: Non-Exempt

Job Description:

The Part-Time Graphic Arts Technician is responsible for graphic arts elements associated with the grant and other media products developed by the ACCESS and MEED Departments. This individual will be one of several who will assist with ensuring that all print and web materials are graphically accessible to students with disabilities.

Duties & Responsibilities:

- Ensures graphics meet certain accessible design features for students who have vision impairments, students who have learning disabilities and other students with disability conditions affected by complex, or animated graphics, or color combinations
- Assists with any print materials requiring design elements that are accessible and promote positive awareness images, while at the same time protecting the privacy of individual photographs from being released without authorization
- Works as part of an Adaptive Media Production Service (AMPS) that also transposes faculty course objectives into universally designed instructional units for students with disabilities
- Performs other duties as assigned

Essential Personnel:

Non-essential

Minimum Requirements:

- Two (2) years of experience in graphic arts, photography and video production
- Knowledge of software applications (e.g., Adobe products, Microsoft Publisher, PowerPoint, etc.)
- Demonstrated knowledge of Leopard OS X-all standard Apple applications, iLife and IWorks applications
- Creativity in developing alternative technological accommodations
- Technical troubleshooting skills in hardware and software
- Friendly and positive disposition and the ability to work with a large number of people.
- Experience with persons with disabilities very important
- Excellent interpersonal skills and the ability to work with a large number of people
- Ability to work flexible schedule including nights and weekends and manage multiple tasks
- Ability to manage multiple tasks is essential

ACKNOWLEDGEMENT

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

Signature

Date

Printed Name