



**Position Title:** Part-Time Computer Graphic Artist

**Job Code:** 8308

**Reports To:** Manager, Media Services

**Grade:** CT

**FLSA:** Non-Exempt

**Job Description:**

The Part-Time Computer Graphic Artist that is responsible for the design and production of computer-generated graphics for publishing multi-media, photos, video productions and Internet applications.

**Duties & Responsibilities:**

- Creates and maintains web sites, graphic compositions, logos and multimedia presentations
- Designs signs, banners and posters for Campus activities
- Takes digital photos and videos of Campus special events
- Performs other duties as assigned

**Essential Personnel:**

Non-essential

**Minimum Requirements:**

- Two (2) years of work experience or college courses from a regionally accredited institution; or any combination
- Must have courses in computers, web page editing, art or design including but not limited to: Adobe Photoshop, Premiere and After Effects; Dreamweaver; Macromedia Flash and Fireworks as well as HTML
- Familiarity with digital photography, digital video taping, large format printing, and video production preferred
- Thorough command of the written English language is required

**ACKNOWLEDGEMENT**

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

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Printed Name