



Position Title: Part-Time Computer Graphic Design Assistant

Job Code: 8308

Reports To: Director

Grade: CT

FLSA: Exempt

Job Description:

The Part-Time Computer Graphic Design Assistant provides creativity in the design and production of manual and computer-generated graphics for publishing. To effectuate this work, the Computer Graphic design Assistant must work closely with senior graphic designers, managers and clients.

Duties & Responsibilities:

- Communicates with clients and attends pre-and-post-production conferences on concept, approach and selection of most appropriate media presentation to achieve the client's designed goals
- Works in various stages of production work flow to meet art/computer graphics and publication work requirements
- Prepares design layouts and specifications for printed and web materials
- Researches and selects appropriate photos and illustrations to accompany ads, publications and web pages
- Participates in technical production and graphic composition activities
- Operates computer graphic equipment and software
- Performs duties as assigned.

Essential Personnel:

Non-essential

Minimum Requirements:

- Two (2) years of work experience or college courses from a regionally accredited institution
- Must have courses in computer, web page editing art or design
- Familiarity with computer graphic art design and production and printing
- Ability to work in a multi-ethnic/multicultural environment
- Command of the English language
- Knowledge of graphic design industry
- Knowledge of color and printing process
- Knowledge of computer hardware and software including network
- Knowledge of web design
- Knowledge of software
- Knowledge with InDesign, Word Quark Express, Adobe CS5, Acrobat, Excel, Retrospect, Portfolio 5, Delta Graph, HTML & CSS coding, image editing, JavaScript and JQuery

ACKNOWLEDGEMENT

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

Signature

Date

Printed Name