



Position Title: Part-Time Computer Graphic Artist

Job Code: 8308

Reports To: Director of 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; or any combination of experience
- 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