



**Position Title:** Part-Time Computer Graphics Specialist

**Job Class:** 8308

**Reports To:** Director

**Grade:** CT

**FLSA:** Non-Exempt

**Job Description:**

The Part-Time Computer Graphics Specialist creates projects through planning, storyboarding and production conferences with clients in designing. This individual renders conceptual ideas for preparing new Web pages for the campus, edits and updates existing Web pages.

**Duties & Responsibilities:**

- Designs and produces computer generated graphics for publishing, multi-media, photo, audio, digital video, still and digital photography and Internet applications
- Consults and makes recommendations to clients and supervisor for approval on concept and design of graphics for multimedia and print projects
- Works with other members of the production team to integrate graphics, program code, and other elements in tasks and projects
- Conceptualizes, develops, and maintains Web pages for the Campus
- Obtains, writes, and verifies information for publications used for instructional and administrative purposes
- Adheres to standards and policies established by the college for web pages and digital images
- Digitizes, organizes, and maintains collection of media files for future utilization
- Shoots digital and conventional photographs for various events and projects
- Performs other duties as assigned

**Essential Personnel:**

Non-essential

**Minimum Requirements:**

- Associate Degree or two (2) years experience in a related field or equivalent combination of education and experience.
- Knowledge of Windows OS, Microsoft Office Suite with FrontPage, and MySQL databases
- Knowledge of Adobe CS suite and Macro-media Suite including Flash
- Knowledge of digital and still photography, video graphics, and printing
- Strong customer service and public relations skills
- Strong interpersonal skills and the ability to effectively communicate with a wide range of individuals and constituencies in a diverse community
- Strong project management skills and the ability to meet deadlines

**ACKNOWLEDGEMENT**

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

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Signature

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Date

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Printed Name