Graphic Artist II

Job Code 00001474

General Description
Responsible for conceptualizing, producing, designing, and maintaining university publications.

Example of Duties
Gather/research information for publication.
Act as liaison between publication department and client.
Prepare design and layout of publication.
Create digital images and illustration for documents/web page.
Examine negatives, blue lines and color proofs for accuracy.
Conduct press checks as required.
Proof stages of publications.
Assist with photo shoots.
Maintain efficiency of publication process.
Manage and teach student workers.
Complete various requests, forms, etc.
Maintain computer hardware, software and peripherals.
Perform other duties as assigned.

Knowledge, Skills, and Abilities
Knowledge of: Conceptual and traditional design; management practices; color, photography, and printing; technical tools; basic math.
Skill in: Motivating and supervising students and staff; establishing rapport with variety of clients; using computer to design; presenting to others.
Ability to: Read, understand, interpret, and retain general information; produce correct and concise reports, memos, and correspondence; prioritize and schedule work; solve technical problems; work under pressure.

Education and Experience
To qualify for this classification, an individual must posses any combination of experience and education that would likely produce the required knowledge, skills, and abilities.

Other Requirements