

Graphic Designer II

Job Code 50012430

General Description

Direct creative concept and design projects, technology required, and various other media. Support faculty, students, staff and furtherer teaching and learning at Texas State University. Supervise work and maintain budget, equipment, and project workflow for Graphic Designer, Student Assistant II and Student Assistant III.

Examples of Duties

Conceptualize and design graphics for use as instructional, informational, and collateral material, as well as identity, film titling, web, and multimedia interfaces.

Examine specifications, research and determine the most effective manner of producing a web, interactive or printed piece.

Work with clients and project team members in meeting and coordinating project schedule, cost scope and quality requirements.

Present creative ideas and solutions to clients.

Prepare and deliver templates, digital files, and other appropriate assets to programmers, clients or printers for final execution, integration or deployment.

Stay abreast of new technologies, new media, vendor capabilities, software and hardware updates and current industry standards.

Organize and maintain archived files.

Provide administrative support for projects such as preparing purchase orders and submit billing for projects.

Conduct workshops or presentations to university community on media, design and their effective use in teaching and learning.

Provide creative design support, cohesiveness and consultation to project teams and client request.

Develop strategic and operating plans for Creative Design areas. Provide input in strategic plans for Educational Technology Center specifically, and the Instructional Technologies Support in general.

Knowledge, Skills, and Abilities

Knowledge of: Computers and various software.

Skill in: Preparing clear and accurate documents; team work; establishing rapport with clients; problem solving and decision making; communication.

Ability to: Understand employer's policy and procedure manuals; figure size ratio and scale; explain technical material; explain work problems to supervisor; understand complex oral job instructions; to use software such as Quark; InDesign; Photoshop, and Illustrator; prepare and conduct presentations to clients.

Experience and Education

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

Other Requirements