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 possess any combination of experience and education that would likely produce the required knowledge, skills, and abilities.

**Other Requirements**