Graphic Artist I

Job Code 00001475

General Description
Responsible for designing and producing publications for the university.

Examples of Duties
Select publications to be produced.
Gather/research information for publication.
Set up computer or layout pad for production of publication.
Prepare design and layout of publication.
Create digital art and illustrations for publications/web page.
Create finished documents using variety of designs, illustration software, and photography.
Assist with photo shoots.
Participate in design and production of various projects.
Troubleshoot computer and other equipment.
Complete various requests, forms, etc.
Perform other duties as assigned.

Knowledge, Skills, and Abilities
Knowledge of:
- Conceptual and traditional design;
- Color and photography;
- Printing;
- Technical tools;
- Journalism and publication;
- Public relations;
- Basic math.

Skill in:
- Working as a team member;
- Establishing rapport with a variety of clients;
- Using computer to design;
- Presenting to others;
- Developing creative material from a wide variety of sources;
- Analyzing improvements in graphic design software.

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;
- Provide statistical information on a regular basis.

Educational 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