

PUBLIC INFORMATION AND GRAPHIC AND PRINT DESIGN ASSISTANT

GENERAL STATEMENT:

Responsible for aiding Public Information Officer and Graphics and Print Design Coordinator in all aspects of marketing and design for the college. Assist with design and composition of all brochures, documents, forms, etc. Assist with preparation of news and marketing materials to be disseminated to area media.

REPORTS TO:

Public Information Officer and Graphics and Print Design Coordinator

OCCUPATIONAL GROUP:

Secretarial and Clerical

FLSA: Non-Exempt

QUALIFICATIONS FOR APPOINTMENT:

EDUCATION:

Associate's degree in marketing, journalism, graphic design or related studies preferred.

LICENSE OR CERTIFICATION:

None

EXPERIENCE:

With Associate's degree or above, one (1) year of experience in public relations, graphic design, journalism, marketing or a related field. Otherwise, at least three (3) years work experience in marketing, journalism or graphic design.

OTHER:

Demonstrated experience with digital photography, and editing digital photographs. Demonstrated experience with digital layout and design (Quark Express, Adobe InDesign, Adobe Illustrator, and Adobe Photoshop). Demonstrated experience with Microsoft Office suite (MSWord, Excel, and PowerPoint). Demonstrated writing skills, experience in working with Associated Press style preferred.

DUTIES AND RESPONSIBILITIES:

- Assist with photographing all aspects of college life.
- Assist with the composition of college news releases, feature stories, news stories and text for brochures and other college publications.
- Assist with covering important college events, including sports.
- Review and edit college news releases written by other individuals.
- Assist with various research projects concerning college history, sports history, etc.
- Log newspaper articles and maintain an effective log of news items.
- Assist with the maintenance of an effective mail-out system for news releases etc.
- Assist with the maintenance of photographic database.
- Assist with the maintenance of appropriate paper inventory and other graphic production supplies.
- Operate basic mechanical printing and binding equipment.
- Assist with billing of work produced by the Graphic and Print Design department.
- Other duties as assigned by supervisory personnel.

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PHYSICAL REQUIREMENTS:

- May be required to lift, push, or pull 50 lbs.
- Exposure to machine noise and fumes resulting from print processes.

The above job description has been reviewed with the employee and specific duties and responsibilities were explained. It was also explained that all questions concerning duties, responsibilities, working conditions, hours, etc., should be directed to the immediate supervisor.

Employee's Signature

Date

Supervisor's Signature

Date

Approved: 01/12/09 Revised:

JD419