

## **GRAPHIC ARTIST AND PRINT DESIGN SPECIALIST**

### **GENERAL STATEMENT:**

Provide clerical and operational support for the Graphic and Print Design Office.

### **REPORTS TO:**

Graphic Artist and Print Design Coordinator

### **OCCUPATIONAL GROUP:**

Secretarial and Clerical

**ELSA:** Non-Exempt

### **QUALIFICATIONS FOR APPOINTMENT:**

#### **EDUCATION:**

High school diploma or GED, Associate's degree preferred

#### **LICENSE OR CERTIFICATION:**

None

#### **EXPERIENCE:**

One (1) year of experience in an office environment. Demonstrated experience with Word, Excel and Outlook and other Microsoft software programs required. Good verbal and written communication skills preferred. Customer service experience required.

#### **OTHER:**

Experience in a graphic design or print environment preferred. Experience with digital photography, and editing digital photographs, digital layout and design (Adobe InDesign, Adobe Illustrator, and Adobe Photoshop) is a plus.

### **DUTIES AND RESPONSIBILITIES:**

- Interact with internal and external print office customers.
- Ability to work independently.
- Operate various office machines to accomplish tasks including copiers, printers, binders, and computers.
- Maintain inventory of supplies, including ink, paper and binding supplies necessary for print office operations.
- Prepare invoices for billing of work produced by the print office.
- Process invoices for materials and inventory.
- Make deliveries of print material throughout campus as needed.
- Other duties as assigned by supervisory personnel.

### **PHYSICAL REQUIREMENTS:**

- Required to lift, push, or pull 50 lbs.
- Exposure to machine noise and fumes resulting from print processes.
- May occasionally be required to work irregular hours during peak times.

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*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: 7/1/13*

*Revised:11/12/2015*

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