

MASTER SPECIFICATION

JOB INFORMATION

Date:	10/17/2017 12:58:25 PM
Official Title:	Graphic Arts Designer Master
System Affiliation:	
Employee Category:	
Pay Grade:	Pay Grade 5
Scheduled Hours	
Job Code:	353387
Job Family:	Printing/Graphics

JOB SUMMARY

The Graphic Arts Designer creates high quality original art and designs for use in institutional publications and websites, using a variety of media and software applications.

NATURE OF WORK

The Graphic Arts Designer functions as the second of three levels in graphic design, responsible for executing routine to moderately complex assignments pertaining to graphic production and presentation of instructional, informational and promotional projects. Job responsibilities require the ability to work closely with customers/constituents in offering suggestions on color, size, design, format, and impact from concept to final execution and publication/dissemination. Work is performed under immediate supervision working within guidelines or standard operating procedures. Decisions and problems faced in this position address non-routine questions and situations, often requiring investigation and/or research of precedents. Errors could result in some costs and inconveniences within the affected area.

Distinguishing Characteristics

Examples of Duties

Essential Functions

- Translates thoughts, ideas and images into pictures and designs based upon client requirements.
- Discusses illustration at various stages of completion with client and supervisor and makes changes as directed.
- Creates illustration and detail by drawing, sketching, lettering or by means of computer graphics systems.
- Performs production activities under the direction of a graphic designer such as composition, layout and paste up.
- Prepares or assembles models, three-dimensional exhibits and posters.
- Performs other job related duties as assigned.

Performs other functions as required or assigned. Also complies with all Policies and Standards.

QUALIFICATIONS

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Education

Education Level	Field of Study	Req	Pref	And/Or
Bachelor's degree	Graphic Design or a related art field	X		

Additional Experience

[Check here if experience may substitute for some of the above education and describe how.](#)

X

Work Experience

<i>Experience</i>	<i>Experience Details</i>	<i>Req Pref</i>	
2 year +	Graphic design work experience	X	

