

The University of Texas at San Antonio

Job Description

Job Title: Graphics Designer III
Code: 18328
Salary Grade: 59
FLSA Status: Exempt
Department/Division: Job available in different sections/departments/divisions
Reports To: In accordance with specific departmental policies

Summary

- Function: To assist in the design and production of high quality, creative artwork for printing and presentations using computer graphics hardware and software.
- Scope: Responsible for the supervision and coordination of graphic design production in the absence of the assigned administrator.

Duties

- Typical:
 1. Develops, designs, and produces a variety of publications to include collaborating with clients to identify design products needed; provide art direction; conceptualizing design work with abstract thoughts; preparing production and cost estimates; tracking time on projects; setting deadlines; and prepares final design for production.
 2. Conducts meetings for message formulation; maintains relationships with outside vendors; and produces bid sheets for quotes.
 3. Works with administrators; interacts with campus print representatives and outside customer service representatives; and communicate the graphic image of the University to the public.
 4. Performs other duties as assigned.
- Periodic:
 1. Work with writers, photographers and videographers in project planning and execution.
 2. Act as primary consultant on specific projects.

Education

Required	Preferred
Bachelor's degree in graphics, design, advertising or related field.	Master's degree in graphics, design, advertising or related field.

Other Requirements

Required	Preferred
Effective judgment, tact, diplomacy, and discretion required in all matters.	N/A
Ability to work effectively with a variety of professionals, administrators, and support staff.	
Strong interpersonal skills.	
Criminal Background Check (CBC).	

Experience

Required	Preferred
Three years of experience as a graphic designer in a design group or advertising agency with emphasis on the printed media and some exposure to non-printed media.	More than three years of experience as a graphic designer in a University publications office.

Equipment

Required	Preferred
Personal computer with software associated with publishing, graphics, drawing, and web design; phototypesetting equipment, image scanners, and general office equipment.	N/A

Working Conditions

Usual	Special
Usual office conditions.	Assignment deadlines may require overtime.

Supervision

Received	Given
Direct supervision from administrator.	Directly supervise support staff to include Multimedia Design Specialist I and II.

Accuracy

Exacting proficiency in all phases of duties performed.

Security Sensitive

Specific job requirements or physical location of some positions allocated to this classification may render the position security sensitive, and thereby subject to the provisions of section 51.215 Texas Education Code.

Internal Control

Within the scope of position duties, responsible for seeing that operations are effective and efficient, assets are safeguarded, reliable financial data is maintained, and applicable laws, regulations, policies, and procedures are complied with.