

The University of Texas at San Antonio

Job Description

Job Title: Graphics Designer II
Code: 8330
Salary Grade: 57
FLSA Status: Exempt
Department/Division: Communications/Publications
Reports To: Assistant Director of Publications

Summary

- Function: To provide professional graphic design functions (both illustrative and photographic) for a wide variety of projects such as booklets, pamphlets, catalogs, brochures, posters and websites.
- Scope: Responsible for researching and implementing graphic design production on assigned projects.

Duties

- Typical:
 1. Provide professional graphic design support to include:
 - web development, design, programming and maintenance
 - publication design, maintenance, and updating
 2. Serves as a project team member, working with designers, editors and programmers, in the planning and execution of projects requiring graphic design support.
 3. Serves as a member of the creative team to solve problems relating to the mechanical and visual design of information to be disseminated.
 4. Work requires the exercise of judgment in the application of techniques and practices employed in mechanical and graphic design.
 5. Performs other duties as assigned.
- Periodic:
 1. Participates in technical and planning conferences.
 2. Acts as a consultant on specific projects.
 3. Serves as liaison in the interfacing of the automated management system.

Education

Required	Preferred
Bachelor's degree in a related field.	N/A

Other Requirements

Required	Preferred
Willingness to take criticism and conform to somewhat rigid rules of layout and fabrication procedures.	N/A
Criminal background check.	

Experience

Required	Preferred
Two 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 two 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.

Equipment

Required	Preferred
Must be familiar with equipment used in offset printing, typesetting, and photography.	Familiarity with equipment used in silk-screen printing and exhibit fabrication.
Knowledge of personal computers and graphics/paint/publishing software.	
Knowledge of various web programming software to include ColdFusion, ASP, HTML, JavaScript, and CSS.	

Working Conditions

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

Supervision

Received	Given
Work is performed under minimum supervision of the designated supervisor.	Close supervision of skilled and semi-skilled workers.

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.