

# The University of Texas at San Antonio

## *Job Description*

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Job Title: Multimedia Designer I  
Code: 18655  
Salary Grade: 57  
FLSA Status: Non-Exempt  
Department/Division: University Publications  
Reports To: Director, University Publications

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## *Summary*

- Function: To provide professional skills in the design and layout of web pages and web sites.
- Scope: Responsible for assisting in producing high quality, creative artwork for printing and working closely with editors, photographers and Web team members to insure clear and concise visual communications.

## *Duties*

- Typical:
  1. Assists with the design of newsletters, tabloids, brochures, annual reports, posters.
  2. Utilizes skills in the design and layout of web pages and web sites.
  3. Assists with web page design by determining/recommending appropriate page layout, graphics, colors, text, organization, navigational links and aesthetics that support the needs of clients while maintaining University graphic standards.
  4. Creates digital graphics, animation and incorporates video streaming for web sites and online publications.
  5. Writes code using HTML, dynamic HTML, Java, JavaScript, Visual Basic, Perl, or Common Gateway Interface (CGI). Maintains business content and databases for web sites. Remains abreast of the latest hardware and software needed for continuous site management. May consults with users to determine web needs and recommends solutions.
  6. Must be able to work quickly and efficiently under tight deadlines on several projects simultaneously.
  7. Works in a collaborative team environment to design and produce print and electronic projects.
  8. Performs other duties as assigned.

### *Education*

<b>Required</b>	<b>Preferred</b>
High school graduation or GED.	Associate's degree in Graphic Arts or a computer related field from an accredited institution.

### *Other Requirements*

<b>Required</b>	<b>Preferred</b>
Knowledge of HTML, HTML editing tools, Java Script, visual Basic, graphic design software and other web authoring languages. Knowledge and understanding of web based systems, applications, authoring practices and web development and trends.	Extensive experience on Macintosh computer systems and related desktop publishing software and multimedia software.
Criminal Background Check (CBC).	

### *Experience*

<b>Required</b>	<b>Preferred</b>
One year of experience in Macintosh computer systems and desktop publishing software.	Two plus years of experience as a graphic designer in a university publications office, a design group or advertising agency with emphasis on printed material and multimedia software programs.

### *Equipment*

<b>Required</b>	<b>Preferred</b>
Personal computer and standard office equipment.	N/A

### *Working Conditions*

<b>Usual</b>	<b>Special</b>
Normal office conditions.	N/A

### *Supervision*

<b>Received</b>	<b>Given</b>
Direct supervision received on newly assigned tasks. Overview on routine tasks.	None.

### *Accuracy*

Proficiency in all 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.