

# The University of Texas at San Antonio

## Job Description

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Job Title: Web Designer  
Code: 19863  
Salary Grade: 62  
FLSA Status: Exempt  
Department/Division: Job available in different departments/divisions  
Reports To: In accordance with specific departmental policies

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## Summary

- Function: To provide professional skills in the design and layout of web pages and web sites.
- Scope: Responsible for designing web pages and sites that support the needs of clients while maintaining University standards.

## Duties

- Typical:
  1. Meets with clients to assess needs and objectives of web pages and sites.
  2. Designs web pages by determining appropriate layout, graphics, colors, type face, organization, and aesthetics.
  3. Works in a team environment to build web pages.
  4. Ensures compliance with established guidelines for use of logos, icons and colors, and legal requirements for web site usage, security and standards.
  5. Directs and/or collaborates with team members on photography, manuscripts, publications and graphics.
  6. Performs research on html and graphic trends, production techniques, and software enhancements.
  7. Performs other duties as assigned.
- Periodic:
  1. Assists director, writers, web master, and other staff in accomplishing multimedia goals for clients.

## Education

Required	Preferred
Bachelor's Degree from an accredited institution. Related experience may be substituted for degree.	Bachelor's degree in computer Science, Information Technology, Graphic Arts, or related field

***Other Requirements***

<b>Required</b>	<b>Preferred</b>
Knowledge and understanding of web based systems, applications, authoring practices and languages, and web development and trends.	N/A
Ability to handle multiple tasks and projects simultaneously. Strong organizational skills.	
Criminal Background Check (CBC).	

***Experience***

<b>Required</b>	<b>Preferred</b>
Three years of professional web design or graphic design experience.	Experience formulating systems and designing or managing web sites.

***Equipment***

<b>Required</b>	<b>Possible</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>
General instruction and supervision from assigned supervisor.	May directly or indirectly supervise student workers or clerical support staff.

***Accuracy***

Proficiency in all phases of the duties performed.
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***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.
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***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.
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