

# Sam Houston State University Human Resources

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## Staff Classification Description – Digital Graphic Technician

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**Skill Category:** Technical/Para-Professional

**Position (Employee) Class:** 4N270 (N1)

**Grade:** 11

**Date:** 08/2018

**Department:** Communications

**Educational & Experience Requirement:** Associates degree required. Two years experience in related field. One year experience preflighting client-supplied files to quality-controlled, print-ready offset or digital press specifications preferred. Working knowledge of Adobe Creative Suite with emphasis on InDesign, Illustrator, Photoshop and Acrobat along with industry-standard preflight software is a plus. A combination of education, experience, and training that would produce the required knowledge and abilities could be considered.

**Nature & Purpose of Position:** Performs design and production in desktop publishing software and preflight client-supplied files for digital presses in Sam Houston Print Services or external offset print vendors.

**Supervision Given & Received:** Receives minimum supervision from the Associate Director.

**Primary Responsibilities:** Provides initial brand review per university publication standards on client-supplied files. Inputs business cards, stationery and other standard materials for university departments. Creates layouts to client's design specifications for print reproduction. Preflights client-supplied files to ensure files are print-ready before upload or transfer. Client liaison on final file proofs before printing. Uploads files to print server or external vendor. Performs other related duties as assigned.

**Other Specifications:** Should have a general overall knowledge of the offset/digital printing process. Also, must have good design sense and understanding of imposition for cost-effective printing. Needs to plan and organize work on own initiative.

This is a classification description with the complete list of job duties being maintained at the departmental level. Other job duties necessary for the effective operation of the University are expected to be performed. Any qualifications to be considered as equivalents in lieu of stated minimums require the prior approval of Human Resources.

Sam Houston State University is an at will employer and drug free/smoke free workplace. This position is security-sensitive and thereby subject to the provisions of the Texas Education Code §51.215, which authorizes the employer to obtain criminal history record information. The pay grade range is inclusive of social security benefit replacement pay.

Sam Houston State University is Committed to Equal Opportunity in Employment and Education.