

Sam Houston State University Human Resources

Staff Classification Description – Graphics Designer

Skill Category: Professional

Position (Employee) Class: 3N605 (E1)

Grade: 18

Date: 10/2014

Department: Distance Education and Learning Technologies for Academics (DELTA)

Educational & Experience Requirement: Bachelor's degree in Graphics, Design, Advertising or related field. Requires at least two years related 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. A combination of education, experience, and training that would produce the required knowledge and abilities could be considered.

Nature & Purpose of Position: Assists in the design and production of high quality, creative artwork for printing and presentations using computer graphics hardware and software that support the advancement of distance education, learning technologies, and Sam Houston State University.

Supervision Given & Received: Works under minimum direction and may supervise student employees as assigned.

Primary Responsibilities: Develops, designs, and produces a variety of publications to include collaborating with clients to identify design products needed. Provides art direction, conceptualizes design work with abstract thoughts, and prepares production and cost estimates. Tracks time on projects, sets deadlines, and prepares final design for production. Conducts meetings for message formulation, maintains relationship with outside vendors, and produces bid sheets for quotes. Works with administrators, interacts with campus print representatives and outside customer service representatives, and communicates the graphic image of the University to the public. Performs other related duties as assigned.

Other Specifications: Advanced knowledge of personal computer with software associated with publishing, graphics, drawing, and web design. Phototypesetting equipment, image scanners, and general office equipment. Effective judgment, tact, diplomacy, and discretion required in all matters. Ability to work effectively with a variety of professionals, administrators, and support staff. Must have strong interpersonal skills.

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.