

MT. SAN ANTONIO COLLEGE JOB DESCRIPTION

Job Title:	Graphic Designer	Range:	A-76
Date Revised:		Date Approved:	

PRIMARY PURPOSE

This position is responsible for performing highly specialized technical duties related to the provision of graphic services, including layout, design, reproduction and film output.

ESSENTIAL FUNCTIONS

Examples of essential functions are interpreted as being descriptive and not restrictive in nature.

1.	Plans, designs and produces visual media to create a brand identity for College publications and recruitment products that reflect the mission, vision and core values of the institution; creates original designs and artwork for promotional materials and marketing.
1.	Operates a variety of specialized and technical equipment used in the production of graphic art, including modern print shop techniques and processes, cameras, computers, scanners, and printers.
2.	Designs, develops and produces camera-ready art work for print publication, including posters, flyers, brochures, catalogs, class schedules, programs, booklets and special presentation materials; proofs in-house jobs; oversees project quality control.
3.	Assists staff with the development of design concepts and ideas; provides technical advice and assistance in the use, development, production and application of graphic materials.
4.	Creates a College identity for Mt. SAC web pages to foster an integrated marketing plan; provides backup support for class schedule production.
4.	Assesses equipment needs and makes recommendations for acquisition of graphic arts equipment, maintains graphic arts and desktop publishing supplies inventory.
5.	Maintains appropriate records of projects, materials and equipment inventory; recommends cost saving print production strategies; maintains various records and files.
6.	Maintains current knowledge of technical advancements in graphic arts methods, techniques and equipment.
7.	Trains and provides work direction and guidance to others as directed.
8.	Learns and applies emerging technologies and advances as necessary to perform duties in an efficient, organized, and timely manner.
10.	Performs related duties as assigned.

OTHER FUNCTIONS

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WORKING RELATIONSHIPS

The Graphic Designer maintains frequent contact with various college employees and vendors.

EDUCATION AND EXPERIENCE

Two (2) years of college with an emphasis in graphic arts or related field, including the use of hardware and software in graphic design, communications, production techniques, and design skills and two (2) years of increasingly responsible experience in a related field.

KNOWLEDGE, SKILLS, AND ABILITIES

Knowledge of graphic design theory and production
Knowledge of principles and techniques of art design
Knowledge of modern print shop techniques and processes
Knowledge of modern photographic techniques and equipment
Knowledge of procedures for the testing, calibration and adjustment of equipment
Knowledge of web based applications and design
Knowledge of multi-color design for desktop publishing
Knowledge of graphic arts software applications
Knowledge of typography and type specifications
Knowledge of correct English usage, grammar, spelling, punctuation, and vocabulary
Ability to assign and review the works of others
Ability to plan, organize and prioritize work
Ability to work independently with little direction
Ability to meet schedules and time lines
Ability to understand and follow oral and written directions
Ability to communicate effectively, both orally and in writing
Ability to establish and maintain effective working relationships with others

SPECIAL REQUIREMENTS

WORKING CONDITIONS

Office environment; subject to noise and fumes from equipment; may be exposed to hazardous printing chemicals; subject to lifting (up to 50 pounds unassisted); subject to sitting for long periods at a time (up to 2-3 hours; repetitive use of upper extremities including hand coordination activities.
