Job Title: Desktop Publisher

JOB SUMMARY

The Desktop Publisher is responsible for providing layout and design of training material and other collateral material.

MAJOR DUTIES

Completes layout and design assignments using various Creative Suite and Microsoft Office applications; Provides support to graphic staff; Provides completed deliverables suitable for reproduction and distribution in various print and digital formats; Performs general office administrative tasks; Provides production support for manual tasks; Assembles and binds training materials; Works with directors, instructional developers, subject matter experts and video and animation production personnel in a team environment.

COMPETENCIES

Ability to manage multiple tasks
Ability to prioritize work
Ability to maintain positive relationships with team members
Skill in the provision of customer services
Skill in the operation of computers and job related software programs, primarily Creative Suite and Microsoft Office
Knowledge of color copier production

MINIMUM QUALIFICATIONS

High School diploma *and* One (1) year of work related experience

PREFERRED QUALIFICATIONS

Preferred qualifications may vary from location to location.