Job Title: Desktop Publisher/Illustrator  
Job Code: 10616

**JOB SUMMARY**

The Desktop Publisher/Illustrator is responsible for creating layouts, designs, and illustrations to support production of training materials and other visual elements as needed.

**MAJOR DUTIES**

- Creates illustrations and other art to be used in various print and digital media;
- Completes assignments using current industry-standard applications, primarily those included in Adobe’s Create Suite 6 and Microsoft Office.
- Provides support to graphic staff with technical and software understanding;
- Designs page layouts for assigned work and for work to be assigned to other staff members;
- Produces publications utilizing pre-established publishing templates;
- Provides finished materials suitable for delivery and reproduction in various formats;
- Performs general office administrative tasks as needed;
- Troubleshoots issues between software, print drivers and fonts;
- Supports creative services production and reproduction as required;
- Works with directors, instructional developers, subject matter experts and video and animation production personnel in a team environment;
- Supports set-up and staging of assorted events as needed.

**COMPETENCIES**

- Ability to manage multiple tasks
- Ability to prioritize work
- Ability to maintain positive relationship with team members
- Skill in the provision of customer services
- Skill in the operation of computers and job related software programs, primarily Creative Suite 6

**MINIMUM QUALIFICATIONS**

Associate Degree in graphic design or a related field *and* Three (3) years of work related experience

Note: Experience may substitute for the degree on a year-for-year basis.

**PREFERRED QUALIFICATIONS**

Preferred qualifications may vary from location to location.