Job Title: Graphic Designer

JOB SUMMARY

The Graphic Designer creates, conceptualizes, designs and produces contemporary, professional publications, presentations, and other graphic solutions from the point of design and layout through final production.

MAJOR DUTIES

Creates, conceptualizes, designs and produces contemporary, professional publications, presentations, and other graphic solutions using Microsoft Office Suite (primarily PowerPoint and Word), Quark, PageMaker, Photoshop, Illustrator, and Acrobat in a PC environment and performs a wide range of printing and editing assignments;
Contributes ideas and recommendations regarding many aspects of publication production including but not limited to visual displays and publication design;
Assists staff through technical support and education in more effective use of hardware and software;
Creates visual displays of quantitative data;
Prepares documents for final printing or production;
Performs interim of jobs through all phases of production. Obtains final approval for all projects from clients/supervisor and assumes responsibility for press checks/press proofs;
Consults with interested parties on publications and presentation projects. Discusses needs and determines scope of effort. Analyzes job design, ultimate use, volume and nature;
Translates job parameters into technical specifications, including print process, paper stock, inks typefaces, and binding. Selects the outside vendor that best meets client/job needs. Does layout for publications;
Performs various clerical tasks, i.e., file management and photocopying.

COMPETENCIES

Knowledge of industrial printing standards and processes
Knowledge of specific design software, page layout, and printing standards
Knowledge of digital photography and the operation of a professional digital SLR camera and equipment
Ability to work as part of a creative team
Ability to meet deadlines while working on multiple projects simultaneously
Ability to work in a fast-paced and multi-customer training environment
Self-motivation skills
Skill in the operation of computers and job related software programs
Oral and written communication skills
MINIMUM QUALIFICATIONS

Associate’s degree in graphic design or a related field *and* Two (2) years of experience working in a graphics field

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

PREFERRED QUALIFICATIONS

Preferred qualifications may vary from location to location.