Job Title: Graphic Designer, Senior  
Job Code: 60518

**JOB SUMMARY**

The Senior Graphic Designer is responsible for proposing, developing and executing design concepts; preparing digital files for print product; maximizing quality of digital photos and graphics for use in multi-media.

**MAJOR DUTIES**

- Creates, conceptualizes, designs and produced contemporary, professional publications, presentations, using Adobe Creative Suite, InDesign, Photoshop, Illustrator, and Acrobat and work on PC or Mac platforms.
- 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
- 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. Selects the outside vendor that best meets client/job needs. Does layout for publications

**COMPETENCIES**

- Oral and written communication skills
- Skill in interpersonal relations and in dealing with the public
- Decision making and problem solving skills
- Self-motivation skills
- 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 corporate and multi-customer training environment

**MINIMUM QUALIFICATIONS**

Bachelor’s degree in a course of study related to the occupational field *and* Five years of graphic design experience with a minimum of three years in print design, layout and production. Note: Experience may substitute for the degree on a year-for-year basis
PREFERRED QUALIFICATIONS

Preferred qualifications may vary from location to location.