Technical College System of Georgia

Job Title: Desktop Publisher   Job Code: 10615

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; and
- Other duties as assigned.

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 or equivalent ***and*** One (1) year of work related experience

PREFERRED QUALIFICATIONS

- Preferred qualifications may vary from location to location