



Job Title: Graphic Artist/Typesetter

Exemption Status/Test:

Reports to: Coordinator Printing Services

Date Revised: November 29, 2018

Dept. /School: Printing Services

Primary Purpose:

To perform illustrative and graphic design duties, prepare publications for printing; perform related duties.

Qualifications:

Education/Certification:

High school diploma with two years' experience in graphic design or bachelor's degree in design, graphic illustration, or related field is preferred
Efficient knowledge in MS Word, InDesign, Photoshop, Illustrator, Publisher, Adobe Creative Cloud, CorelDraw, etc.

Experience:

Two (2) years' working experience in graphic design or bachelor's degree in graphic design

Special Knowledge/Skills:

Visual Ideation/Creativity

Typography

Perform printing, copying and other related office duties

Operate efficiently specialized computer programs and applications such as InDesign, Illustrator, Photoshop, etc. and related current application used in the creation and design of illustrations, artwork, and design and layout of publications

Print design (color space, printing process, color separation, grid layout and master page)

Major Responsibilities and Duties:

1. Design and prepare brochures, pamphlets, calendars, and related publications for printing and distribution.
2. Prepare color and black and white illustrations and designs for production, including preparing color separations.
3. Coordinate publication projects with Senior Production Manager.
4. Perform printing, copying and other related office duties.
5. Excellent skill in grammar, spelling, and punctuation.
6. Establish and maintain effective working relationship with fellow employees, staff, and general public.
7. Perform multiple task simultaneously, including handling interruptions and return to and complete tasks in a timely manner.

Supervisory Responsibilities:

None.

Mental Demands/Physical Demands/Environmental Factors

Tools/Equipment Used: Computer and Design software, telephones, presses and bindery equipment

Posture: Prolong sitting, bending stooping, crouching

Motion: Reaching, pulling and pushing

Lifting: Lifting and carrying (less than 75 pounds)

Environment: Frequently works prolonged or irregular hours

Mental Demands: Work with numerous interruptions; maintain emotional control under stress

This document describes the general purpose and responsibilities assigned to this job and is not an exhaustive list of all responsible and duties that may be assigned or skills that may be required.