Classification Specification for Unclassified Service

**Title**: Graphic Designer

**Pay Scale Group**: 15-1

**Essential Function**
Under general supervision from a designated administrator, conceptualize and produce design projects.

**Characteristic Duties**
Utilize knowledge of current graphic design software to produce visual material.

Generate, proof read and edit finished product and ensure that all design work follows university branding standards.

Maintain design standards for all material produced; stay abreast of technological advances in the field; recommend alternate approaches to design and production for cost-effective printed materials; maintain records and files.

Consult with clients on requested projects; make recommendations and decisions related to design, ideas, approach, costs, technical specifications, etc.

Liaison with printers, suppliers, etc. for assigned projects; write all specifications for printing, supplies, bids, etc.

Perform related duties based on departmental need.

**Minimum Qualifications**
Bachelor's degree; -OR- Associate's degree with two (2) years’ experience; -OR- four (4) years’ experience; experience must be in graphic design or related field.