Classification Specification for Unclassified Service

**Title:** Sr Graphic Designer

**Pay Scale Group:** 17-1

**Essential Function**

Under general supervision from a designated administrator, conceptualize and produce complex 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.

Supervise design and layout processes; establish and 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, files and client database.

Coordinate high profile projects with multiple components such as instructional, research, institutional or multi-media presentation materials which may involve design and production techniques outside the typical processes or specifications.

Consult with clients and design professionals on team projects; make recommendations and decisions related to design ideas, approach, costs, technical specifications, etc.; meet the constraints of the client's budget and schedule.

Formulate job quotations, production bids and specifications for vendor contacts; oversee contracted productions.

Monitor expenditures and prepare and research costs related to the design, production and procurement and maintenance of equipment.

Assist in promoting design services.

May supervise students and/or provide functional guidance to support staff or other employees who work on a project or assignment on a temporary or intermittent basis. Oversee student graphic designers; train, assign and evaluate work.

Perform related duties based on departmental need.

**Minimum Qualifications**

Bachelor's degree with two (2) years’ experience; -OR- Associate's degree with four (4) years’ experience; -OR- six (6) years’ experience; experience must be in graphic design or related field.