JOB DESCRIPTION

Assistant Director – Creative Brand Services

Definition of Class
Incumbents in this position are responsible for assisting the director in the planning, writing, layout, editing, and processing for printing of University brochures, catalogs, folders, forms, and specialized publications employing the latest in Apple platform desktop publishing equipment and software; Incumbent assumes responsibility for the maintenance and updating of the University's bulletin series; assimilates information and supervise its entry into a computerized data system. Incumbent also serves as Director of Publications in Director's absence. Supervision is exercised over employees of lower and higher classifications including graphic artists/designers, publication assistants, illustrators, and others associated with the publications office. Incumbent must be familiar with graphic art and design and have a working knowledge of photography, typography, and other pre-press technology. The incumbent exercises discretion and independent judgment.

Examples of Work Performed
Assumes responsibility for the maintenance and updating of the University's bulletin series.

Interfaces with all University departments to obtain changes to the catalog copy; ensures changes are received by a prescribed deadline.

Supervises and coordinates changes to catalog copy and ensures they are entered into the computerized data system in accordance with prescribed procedures.

Reviews proposed jobs to ensure they are within the correct style for publications of The University of Mississippi, prepares price estimates for clients, coordinates some design functions such as ink and paper selection, and prepares job sheets that reflect all pertinent information; for the designer and printer; screens information submitted for printing—edits and prepares jobs in final form for customer's approval.

Works with artist in designs, layouts, photography, and illustrations; submits jobs to printers for layout and paste-ups and monitors all subsequent processes until delivery.

Submits large jobs to outside printers for bids; keeps a current working knowledge of printing costs and marketing to ensure competitive prices for clients' jobs.

Assists Director in supervising and monitoring publications operations, including job tracking and personnel matters.

Performs administrative duties in director's absence.

Maintains departmental time records; assists Director in preparation of unit work schedule; and assists in budget preparation.

Performs related or similar duties as required or assigned.

Essential Functions
These essential functions include, but are not limited to, the following. Additional essential functions may be identified and included by the hiring Department.

1. Maintains and updates the University's bulletin series.
2. Interfaces with all University departments to obtain changes to the catalog copy, insures that changes are received, and supervises and coordinates changes to catalog copy.

3. Reviews job, prepares price estimates for clients, coordinates some design functions, prepares final form for customer's approval.

4. Supervises art staff, submits jobs to printer, and monitors all subsequent processes until delivery.

5. Coordinates production of jobs with both in-house and outside vendors/printers, and prepares bid specifications for printing.

6. Assists Director of Supervising, monitors publications operations, performs administrative duties in the Director's absence, and assists the Director in personnel matters.

**Minimum Qualifications**

These minimum qualifications have been agreed upon by Subject Matter Experts (SMEs) in this job class and are based upon a job analysis and the essential functions. However, if a candidate believes he/she is qualified for the job although he/she does not have the minimum qualifications set forth below, he/she may request special consideration through substitution of related education and experience, demonstrating the ability to perform the essential functions of the position. Any request to substitute related education or experience for minimum qualifications must be addressed to the University of Mississippi's Personnel Department in writing, identifying the related education and experience which demonstrates the candidate's ability to perform all essential functions of the position.

**Physical Requirements:** These physical requirements are not exhaustive, and additional job related physical requirements may be added to these by individual agencies on an as needed basis. Corrective devices may be used to meet physical requirements.

- **Physical Exertion:** The incumbent may be required to lift up to approximately 10 pounds.
- **Vision:** Requirements of this job include close vision.
- **Speaking/Hearing:** Ability to give and receive information through speaking and listening.
- **Motor Coordination:** While performing the duties of this job, the incumbent is regularly required to sit. The incumbent is occasionally required to stand; walk; and use hands to finger, handle or feel objects, tools or controls.

**Experience/Educational Requirements:**

- **Education:** A Bachelor's Degree in Journalism, English, Communications, or a related field from an accredited four-year college or university.

AND

- **Experience:** Three (3) years of experience related to the above described duties.

**Substitution Statement:** Related experience may be substituted for education, on a basis set forth and approved by the Department of Human Resources.

**Interview Requirements**

Any candidate who is called for an interview must notify the Personnel Department in writing of any reasonable accommodation needed prior to the date of the interview.

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The University of Mississippi is an EOE/AA/Minorities/Females/Vet/Disability/Sexual Orientation/Gender Identity/Title VI/Title VII/Title IX/504/ADA/ADEA employer. The University complies with all applicable laws regarding equal opportunity and affirmative action and does not unlawfully discriminate against any employee or applicant for employment based upon race, color, gender, sex, sexual orientation, gender identity or expression, religion, national origin, age, disability, veteran status, or genetic information. The University of Mississippi is an “at will” employer. This job description does not constitute an employment contract or negate “at will” employment.