Definition of Class

This is a supervisory position in which the incumbent leads a team of art directors, graphic artists and print specialists in designing and printing projects. This position will manage the development of content with the university image for both print and web-based environments by conceiving and designing projects that are visually inviting. The incumbent exercises discretion and independent judgment in a wide variety of areas. This position will report to the Chief Communications Officer (CCO).

Examples of Work Performed

Leads a team of art directors, graphic artists and print specialists in designing and printing projects.

Manages the development of content with the university image for both print and web-based environments.

Assesses equipment and material needs based on yearly projections.

Maintains records of expenditures to ensure conformance to budget funds.

Determines inventory and production costs in order to maintain self-supporting operations.

Collects, compiles and interprets production and cost statistics for pricing and accounting.

Advises departments on postal regulations and cost-effective mailing processes.

Plans and implements procedures for updating and streamlining operations using technology improvements.

Resolves problems with departments concerning print/mail deliveries and billings.

Analyzes fee schedules and recommends revisions as necessary.

Hires, trains and conducts scheduled evaluations of work performance of employees under his/her direction.

Performs similar or related duties as assigned or required.

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. Leads a team of art directors, graphic artists and print specialists.

2. Maintains records of expenditures for budget purposes.


4. Plans and implements procedures for updating and streamlining operations using technology improvements.

5. Determines inventory and production costs in order to maintain self-supporting operations.
6. Hires, trains and conducts evaluations of work performance of employees under his/her direction.

**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 Department of Human Resources 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.

- **Vision:** Requirements of this job include close vision.

- **Speaking/Hearing:** Ability to give and receive information through speaking and listening.

**Experience/Educational Requirements:**

- **Education:**
  Bachelor’s degree from an accredited four-year college or university.

  AND

- **Experience:**
  Five (5) 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 Department of Human Resources in writing of any reasonable accommodation needed prior to the date of the interview.

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