Definition of Class
This is a professional position in which the incumbent participates in the more complex duties involved in the design, design and art direction of both print and electronic communications. Work involves organizing, creating, designing, and executing a variety of the more complex web-based and/or printed material projects including view books, brochures, illustrations, catalogs, booklets, original web designs, e-newsletters, web magazines, etc.

Examples of Work Performed
Inspects and approves final artwork to meet department, client, and printing specifications.

Organizes, creates, designs, and executes a variety of the more complex web-based and/or printed material projects including view books, brochures, illustrations, catalogs, booklets, original web designs, e-newsletters, web magazines, etc.

Interacts with clients to determine needs and technical requirements. Ensures publications are in accordance with clients’ requests, budgets, and deadline requirements.

Prepares complex web-based and/or printed publications from conception to delivery of final product.

Creates complete, comprehensive, and complex web and/or print designs using a variety of software.

Inspects and approves printers’ proofs; attends press checks on and off campus as necessary; and reviews completed products.

Creates original designs for assigned projects by determining information flow, content layout, use of graphics, typography, color, etc. based upon available space, knowledge of layout principles, and aesthetic design concepts.

Creates and prepares illustrations in a variety of media.

Organizes and directs photography shoots; selects appropriate photographs for publications.

Stays abreast of new techniques and technology related to web and/or print design.

Assists in planning work performed by the office; makes recommendations concerning scheduling, time requirements, and other similar functions.

Performs similar or related duties as assigned or required.

Ensures all assigned tasks are in compliance with University, SEC Conference, and NCAA rules.

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. Prepares complex web-based and/or printed publications from conception to delivery of final product.

2. Communicates with clients to ensure publications are in accordance with clients’ requests, budgets, and deadline requirements.
3. Organizes and directs photo shoots.

4. Ensures quality, creative, artistic and consistency standards for projects.

**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.

**Physical Exertion:** The incumbent may be required to lift up to approximately 20 pounds.

**Vision:** Requirements of this job include close vision and color 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 periodically required to sit; talk and hear; and use hands to finger, handle or feel objects, tools, or controls. The incumbent is occasionally required to stand; and walk.

**Experience/Educational Requirements:**

**Education:**
Bachelor’s Degree in graphic design 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.

**Licensure:**
Incumbent must have a valid driver’s license within the first 3 months of employment. *(Requirement for University Communications only)*

**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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*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.*