Definition of Class
This is a supervisory position in which the incumbent will oversee the art of the design team, developing and managing assigned projects for the University and its partners. The incumbent will help conceive, design and execute brand messages in traditional and digital media. This position will produce high level work using the latest techniques and knowledge of graphic design, art direction, new media technologies, and advertising/branding strategy. This position will work under the direction of and report to the Director of Printing and Creative Services.

Examples of Work Performed
Schedules and directs the art of the designers based on project type and individual designer strengths and skills.

Supervises and provides experienced guidance and feedback to designers to ensure the highest possible quality creative/artistic standards are met.

Tracks progress of all department projects to ensure timely completion of all projects.

Inspects and approves final artwork to meet department, client, and printing specifications.

Conceptualizes, 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.

Supervises and prepares complex and “high profile” web-based and/or printed publications from conception to delivery of final product.

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

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.

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

Participates in the selection of assigned employees; provides adequate training, guidance, and oversight; and makes recommendations concerning performance evaluations and related activities.

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. Oversees the production of all department projects by assigning projects to designers, tracking designer progress, and reviewing the final product.

2. Ensures quality, creative, artistic, and consistency standards are met by reviewing all department projects and providing experienced guidance and art direction to all designers.

3. Supervises and prepares complex and “high profile” web-based and/or printed publications from conception to delivery of final
product.

4. Communicates with clients to ensure publications are in accordance with clients’ requests, budgets, and deadline requirements.

5. Participates in the selection of assigned employees; provides adequate training, guidance, and oversight; and makes recommendations concerning performance evaluations and related activities.

**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 10 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.

**Experience/Educational Requirements:**

- **Education:** Bachelor’s Degree in Graphic Design, Fine Arts 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.