POSITION DESCRIPTION

Graphic Designer I

Definition of Class
This is a professional position in which the incumbent assists in providing campus departments with print and web design materials. Work involves organizing, creating, designing, and executing a variety of web-based and/or printed materials.

Examples of Work Performed
Creates web and/or print designs using a variety of software.

Prepare design files for web use.

Pre-flights design files for printing.

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

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

Performs similar or related

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. Designs a variety of publications and prepares them for print or web.

2. Creates graphics for use on the web.

3. Proofs jobs being produced.

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

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 frequently required to sit; use hands to finger, handle, or feel; and reach with hands or arms. The incumbent is periodically required to talk and hear. 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: One (1) year 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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