JOB DESCRIPTION

Technical Design Specialist

Definition of Class
This is a non-supervisory position in which the incumbent is responsible for the design and development of an array of graphic products, utilizing a range of processes from traditional manual drafting techniques to contemporary computer technology. Finished work is utilized in support of all facets of the Mississippi Mineral Resources Institute, with the incumbent reporting to the Associate Director.

Examples of Work Performed
 Produces a full spectrum of graphics, including illustrations, computer animations, color slides, maps, photos, banners, charts, brochures, signs, engineering drawings, and three-dimensional computer models.

Manages a variety of hardware and software graphics products. Responsibilities include installation, monitoring, customizing, upgrading, replacement, training, staying abreast of industry trends and technological developments.

Utilizes several computers under various operating systems; operates peripheral hardware, including digitizing tablets, scanner, printers, slide recorder, video animation recorder and monitor, and eight millimeter tape drives.

Coordinates graphic printing requirements with University Publications Center personnel; maintains working knowledge of print industry technology.

Develops appropriate graphic products tailored to the need; supports diverse functions such as research reports, grant proposals, trade journals, conferences, conventions, demonstrations, and lectures.

Interprets mechanical and architectural blueprints as a process in developing engineering drawings and three-dimensional models; uses Computer Aided Design software to support both onshore and offshore Mississippi Mineral Resources Institute projects.

Uses a variety of Geographic Information Systems software applications to produce and customize map products.

Utilizes traditional manual drafting processes. Functions include trimming, mounting, matting, framing, painting, free-hand work, drafting, and airbrush utilization.

Coordinates overall project planning and scheduling.

Maintains currency in both graphic arts and industrial arts guidelines and standards.

Supports the Mississippi Mineral Resources Institute’s web page through regular updates; solicits from coworkers and administrators new and revised information for inclusion.

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 Mississippi Mineral Resources Institute computer lab, including graphics hardware and software installation and maintenance; maintains personal graphics workstation.
2. Produces graphics for publication and presentation by Mississippi Mineral Resources Institute personnel. Produces engineering and design-related graphics to support onshore and offshore projects and structures. Produces cartographic-related products.

3. Maintains the Mississippi Mineral Resources Institute’s home page on the Internet.

**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 25 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; talk and hear; and use hands to finger, handle or feel objects, tools or controls. The incumbent is occasionally required to stand, walk, and reach with hands and arms.

**Experience/Educational Requirements:**

**Education:**
Bachelor’s degree in fine arts, engineering, graphic design, or related field from an accredited college or university.

AND

**Experience:**
Two (2) years of experience related to the above described duties.

**Substitution Statement:**
Related education and related experience may be substituted on an equal basis.

**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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