JOB DESCRIPTION

Graphic Artist I

Definition of Class
This is a non-supervisory position in which the incumbent designs, edits, and produces publications, exhibits, and web pages. The incumbent is responsible for designing layouts, preparing electronic versions of publications for distribution, and creating giveaways and handouts for distribution at presentations and exhibits.

Examples of Work Performed
Designs and edits graphics and determines layout for various forms of publications, to include brochures, posters, CDs, and DVDs for distribution at meetings, presentations, exhibits, and conferences; takes photos; and selects photos, clipart, typeface, colors, and other graphics.

Designs layout for print and electronic publications.

Updates department website; creates graphics; and prepares pdf files of documents.

Designs and orders giveaways and handouts for distribution at events.

Press proofs jobs for printing.

Provides input into development of specifications for reproducing resources and compares proofs to specifications to ensure compliance; checks proofs for accuracy and quality.

Prepares computer files and film output and printing; evaluates master copies for potential problems or improvements and follow throughs.

Prepares electronic versions of publications for CD, DVD, print, and other duplicate publication.

Establishes methods in labeling and maintaining files for duplication; archives documents for future reference.

Collaborates with project coordinators to ensure accuracy and quality of output and that deadlines are met.

Prepares Powerpoint and multi-media presentations and other graphics, digital photographs, and media used in presentations.

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. Designs and edits publications and prepares for printing.
2. Designs graphics for exhibit, presentation, and conference materials.
3. Updates department website.
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 for this job include close vision and color vision.

   Accommodation: Ability to adjust focus. Color vision: ability to identify colors.

   Speaking/Hearing: Ability to give and receive information through speaking and likening.

   Motor Coordination: While performing the duties of this job, the incumbent is regularly required to stand or walk; and to use hands to finger, handle or feel objects, tools, or controls; and to reach with hands and arms; and to stoop, kneel, crouch or crawl; and to climb or balance. The incumbent is occasionally required to sit.

Experience/Educational Requirements:

   Education:
   Graduation from a standard four-year high school or equivalent (GED).

   AND

   Experience:
   One (1) year experience related to the above described duties.

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.

Rev. 03/31/2015

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