



**University of Texas at El Paso
Job Description**

Job Code: 8231
Job Title: Departmental Graphic Designer
Department: Job may be available in different departments/divisions
Reports To: In accordance with specific departmental policies
FLSA Status: Non-Exempt
Prepared By: Human Resource Services
Creation / Revision Date: December 13, 2010

Summary: Designs and produces departmental art and copy layouts for material to be presented in visual communication media such as books, magazines, newspapers, and electronic media.

Note: The primary accountabilities below are intended to describe the general content of and requirements of this position and are not intended to be an exhaustive statement of duties. Incumbents may perform all or some of the primary accountabilities listed below. Specific tasks or responsibilities will be documented in the incumbents' performance objectives as outlined by the incumbents' immediate supervisor or manager. This position is security-sensitive and subject to Texas Education Code §51.215, which authorizes the employer to obtain criminal history record information. Must possess a valid driver's license issued by the State where the applicant resides and must be insurable as defined in the UT System BPM 16-05-02, as applicable to the performance of essential duties and responsibilities of the position.

Statement of Duties and Responsibilities:

Complies with Identity Guide established by University Communications.

Generates and produces printed and electronic promotional and informational materials including posters, brochures, newsletters, fliers, booklets, nametags, invitations and visual aids for reports.

Prepares presentations, illustrations, or rough sketches of material.

Studies illustrations, photographs, and text to plan presentation of material, product, or service.

Determines size and arrangement of illustrative material and copy, selects style and size of type, and creates sample layouts.

Maintains inventory; researches technology; evaluates proposals acts as vendor and printer liaison.

Acts as technical liaison; assists with technical issues of presentations; advises and troubleshoots information technology.

Presents samples to supervisor or client for selection and approval.

Reviews final layout and suggests improvements as needed, and presents final layout to supervisor or client for approval.

Prepares final layout for print on paper, film, disk, or other electronic format; checks proofs.

Reviews quality of final product before release to client.

Designs, maintains, and updates websites; may maintain web server.

Assists in advertising strategy by researching and generating packets for distribution.

Maintains image resource files.

Knowledge of all Microsoft Office software and able to learn and use institutional software systems.

Complies with all State and University policies.

Other duties may be assigned.

Supervisory Responsibilities: No supervisory responsibilities.

Qualifications: To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.



Minimum Education required: Bachelor's degree from four year college or university within area of assigned responsibility.

Minimum Experience required: Two years of related experience to the statement of duties and responsibilities; or equivalent combination of education and experience.

Physical Demands: The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee is occasionally required to stand; walk; use hands to feel; reach with hands and arms; climb or balance; and stoop, kneel, crouch, or crawl. The employee is regularly required to sit; use hands to feel; and talk or hear. The employee must occasionally lift and move up to 50 pounds.

Work Environment: The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of the job, the employee is occasionally exposed to outdoor weather conditions. The employee is frequently exposed to working near moving mechanical parts. The noise level in the work environment is usually moderate.