Georgia State University

Job Specification

Job Title: Graphics Designer II

BCAT Code: 09MX33  Effective Date: April 1, 2007
Pay Grade: G11  FLSA Status: Exempt  Revision Date: July 1, 2013

General Description
Perform skilled work, such as the design and production of publications and presentations.

Examples of Duties
- Uses computers, scanners and related equipment to design and format a wide range of publications and presentations, such as logos, brochures, posters, covers, charts, diagrams, signs, overheads, illustrations and mechanicals.
- Meets with clients, printers and vendors to determine the ink, paper stock and the estimated cost of print jobs.
- Coordinates jobs with in-house typesetters, editors, and managers.
- Operates the condenser/enlarger camera and other graphics-related equipment necessary for reproduction.
- Maintains records of time spent per job and the amount of supplies used on each job.
- Monitors press runs.
- Proofs printed materials for accuracy.
- Researches solutions for design problems.
- Assists in training lower level employees in design techniques and equipment.
- Performs other related duties as assigned.

Knowledge, Skills and Abilities
- Knowledge of computer software packages used in graphics design.
- Knowledge of traditional graphics design methods and equipment.
- Knowledge of printing presses and printing variables, such as paper, ink, etc.
- Knowledge of typography.
- Effective oral and written communication skills.
- Effective organizational skills.
- Effective time management skills.
- Artistic ability used in the design of publications, presentations, newsletters, invitations, the alumni association website, etc.

Minimum GSU Hiring Standards
Bachelor’s degree in Art, Graphics Design or related field and two years of related experience; or a combination of education and related experience.

The above is a general description of duties performed by employees holding this job title and does not represent a complete list of duties that may be assigned to an employee.