# Georgia State University

## Job Specification

### General Description
Performs senior level 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.
- Schedules client jobs; gives assignments to the designers in the absence of the Assistant Director.
- 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, the job flow and status concerning deadlines, proofs, drafts and finals.
- 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 and experience with publishing software.
- Effective oral and written communication skills, organizational skills, and 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 four years of graphics experience; or a technical or vocational degree from an accredited Art School and five to six years of Graphics Design experience; or a combination of education and related experience.

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*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.*