Georgia State University

Job Specification

Job Title: Graphics Technician I

BCAT Code: 09VX40  Effective Date: April 1, 2007
Pay Grade: G08  FLSA Status: Non-Exempt  Revision Date: July 1, 2013

General Description
Performs entry-level skilled work, such as the design, coordination and production of publications and advertisements.

Examples of Duties
- Assists in producing typeset and camera-ready materials using computer graphics software.
- Assists in designing and producing artwork for brochures, books and other publications.
- Assists in designing formats for publications.
- Consults with clients on issues, such as design and cost specifications.
- Prepares production schedules and cost estimates.
- Examines proofs to ensure accuracy.
- Maintains production records.
- Maintains the computer graphics equipment.
- Orders needed supplies and equipment.
- Performs other related duties as assigned.

Knowledge, Skills and Abilities
- Knowledge of computer graphics equipment and software.
- Knowledge of printing presses.
- Effective oral and written communication skills.
- Effective organizational skills.
- Effective time management skills.
- Artistic ability.

Minimum GSU Hiring Standards
High school diploma or GED and six months experience with computer graphics design equipment and software; 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.

Office of Human Resources
Classification Section