General Description
Performs skilled work, such as the design, coordination and production of publications and advertisements. Acts as a lead worker on a team of employees involved in graphics design.

Examples of Duties
- Trains lower level employees involved in graphics design.
- Produces typeset and camera-ready materials using computer graphics software.
- Designs and produces artwork for brochures, books and other publications.
- Designs the 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
- Considerable knowledge of computer graphics equipment and software.
- Considerable 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 two years experience with computer graphics design equipment and software; or a combination of education and related experience.