**Pittsburg State University**

**Job Description**

**Graphic Designer (G0N110)**

**FLSA Status:** Non-Exempt  
**Grade: 008 Hourly Staff**

**Job Family:** Communications & Marketing  
**Career Ladder:**

**Updated: 4/24/2019**

***The Job Description is the document used to assign positions to jobs. The Position Description is the document that provide details about a position that has been assigned to the job. The Position Description includes specific duties performed by the employee on the position, including the percentage of time duties are performed. The Position Description also identifies preferred education and experience and competencies (knowledge skills and abilities) in addition to those identified in the Job Description. Details in the Position Description are used to assess the performance of the employee assigned to the position.***

**General Description of Job – Primary Function, Supervision and Instruction Received, and Interactions**

*The information in this section includes the primary function of the job (what positions assigned to the job must accomplish) and the major objective (why that function is performed). Additional information may be added in the Position Description. The information will be used in the posting when the position is advertised*

**Primary Function:** The primary function of Graphic Designer is to develop and create strategic graphic design materials for use in media platforms to market the university.

**Supervision and Instruction Received**: Positions assigned to the Graphic Designer job typically report to the department head but may also report to a supervisor with a different job. Instruction received is under general direction. The supervisor provides continuing or individual assignments by indicating generally what is to be done, limitations, quality and quantity expected, deadlines and priorities. Additional, specific instructions are given for new, difficult, or unusual assignments. The employee uses initiative in carrying out a variety of recurring duties within established policy guidelines. The supervisor assures that the work is technically accurate and in compliance with instructions or established procedures.

**Interaction (purpose, with whom, frequency):** Employees frequently interact with students, staff, faculty, campus visitors and the public who visit campus and occupy assigned work areas. Employee will have infrequent contact with vendors, architects, and contractors.

**Examples of Essential Duties and Responsibilities**

*The following are examples of essential duties and responsibilities that may be required for a position assigned to this job. Specific duties and the percentage of time performed are found in the Position Description for the position assigned to this job.*

1. Conceptualizes, designs, prepares and produces highly skilled, creative, and one-of-a-kind graphic art projects which favorably represent the university.
2. Maintains detailed records of project specifications to assist in orderly production, clarity, and for future reference.
3. Produce graphic arts materials in adherence with brand and University standards.
4. Uses computers and software proficiently for state-of-the-art techniques of design and production.
5. Keeps records of work orders, job specifications and materials used.
6. Perform any other related duties as required or assigned.

**Leadership, Supervisory or Management Responsibilities**

Mark an “X” next to the one statement which best describes the job, if applicable.

|  |  |
| --- | --- |
|  | Lead worker (assigns, trains, schedules, oversees, or reviews the work of others) |
|  | Supervisor (plans, staffs, evaluates and directs work of employees in a work unit) |
|  | Indirect Supervisor (delegates authority to carry out work of a unit to subordinate supervisors or managers) |

The number of employees led, supervised, or managed is included in the position description.

**Minimum Education and Experience – Required at Hire**

*The following minimum education and experience is required at time of hire. Additional education and experience may be preferred. Preferred education and experience is identified in the Position Description.*

* Bachelor’s Degree in Graphic Design or related areas.
* One year of experience in graphic design.

**Examples of Competencies – Knowledge, Skills and Abilities (KSA’s):**

*The competencies listed below are representative of the knowledge, skill, and/or ability that may be required. Specific competencies and frequency performed are found in the Position Description for the position assigned to this job.*

* Use close vision and be able to focus – Regularly.
* Talk and hear – Regularly.
* Sit, stand and bend at the knee and waist, walk, lift, twist, pull and push – Regularly.
* Perform repetitive wrist, hand and/or finger movement to type and work on computer – Regularly.
* Finger dexterity and hand-eye coordination to work on a computer, telephone, and related office equipment – Regularly.
* Able to lift and carry up to 75 pounds – Regularly.
* Ability to operate telephone and basic computer skills- Regularly.
* Must be proficient with computers, Adobe Suite, and audio visual equipment – Regularly.
* Must have a wide degree of creative, with experience in a wide variety of creative media – Regularly.

**Environmental Conditions (Hazards, Risks or Discomforts)**

*The environment conditions listed below are representative of the environmental conditions that may be present for a position assigned to this job. Environmental conditions for a position are found in the Position Description for the position assigned to this job.*

* General construction and plant conditions.
* Position requires work inside and outside buildings and facilities.
* May be exposed to moderate noise levels.
* May be exposed to extreme temperatures, adverse weather conditions, heights, ladders, electrical voltage, trenches, heavy equipment and hazardous material.

**Equipment or Machines Used**

*The following are examples of equipment or machines that may be regularly used to perform the duties of the position. Specific equipment and the frequency used is found in the Position Description for the position assigned to this job.*

* Software such as graphic design software, CAD/CAM software, sign making equipment.
* Art tools such as brushes, artist hand tools.
* Power tools such as laser engravers, beveler, table shear.

**License or Certification Required by Statute or Regulation**

*List license(s) or certification(s) appropriate for the position. Indicate those that are required by statute or regulation at time of hire.*

None

**Additional Requirements**

*The following are examples of additional requirements that may be required to perform the duties of the position. Additional requirements for a position are found in the Position Description for the position assigned to this job.*

* Regular attendance is a necessary and essential function
* Must be able to work on evening and weekends occasionally.
* Satisfactory Pre-Hire Background Checks Required:
  + Sex Offender Registry Check
  + Criminal Record

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