

Job Title: Graphic Artist

Wage/Hour Status: Hourly

Reports to: Print Shop Foreman

Pay Grade: 406

Dept./School: Print Shop

Date Revised: April 14, 2021

Primary Purpose

Organize and schedule reproduction operations of the Print Shop; adjust, programs, operates and maintains high volume digital and analog copiers and large format equipment to perform related work.

Qualifications

Education/Certification

High School Diploma/GED

Valid Drivers License

Special Knowledge/Skills

- Ability to proofread in English
- Knowledge of color processing
- Ability to use Adobe Creative Suite: InDesign, Illustrator, and Photoshop

Experience

Five (5) years copy center experience including graphic design and large format equipment

Major Responsibilities and Duties

1. Use design software to create and modify layouts, design elements.
2. Prepare designs and files for both print and digital delivery.
3. Operate equipment related to digital printing.
4. Proofread and inspect jobs.
5. Provide care and maintenance of copiers and large format equipment.
6. Responsible for oversight of instructional and administrative materials produced in the Print Shop.
7. Package materials for shipping.
8. Communicate with customers to ensure proper specifications for all work.
9. Drive company vehicles as needed for deliveries.
10. Work with clients to design art and layouts.
11. Perform other duties as assigned by supervisor.

Supervisory Responsibilities

None

Equipment Used

Copier, fax, LAN computer, printer.

Physical and Mental Job Requirements

Mental Demands/Physical Demands/Environmental Factors

Maintain emotional control under stress; frequent prolonged and irregular hour. Frequent standing, bending, reaching, climbing, heavy lifting, walking, stooping, kneeling, repetitive hand motions. Must be able to lift up to 50 pounds. Exposure to hazardous chemicals. Work around equipment with constantly moving mechanical parts.

Terms of Employment

226 days; salary to be established by the Board of Trustees

The foregoing statements describe the general purpose and responsibilities assigned to this job and are not an exhaustive list of all responsibilities and duties that may be assigned or skills that may be required.

Approved: _____

Job Title: _____

Date: _____

Approved: _____

Job Title: _____

Date: _____

My supervisor has reviewed this job description with me and has provided me a copy

Employee: _____

Date: _____

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