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| Position Title: Graphic Designer X Full-time Part-time Position Grade (filled in by HR): | Department: University Communications Division: Administration / President's Office |
| Position reports to (position title): Director for Creative Services Direct reports (number of reports and position titles): 0 | |
| Position Summary: <i>In 3-4 sentences, briefly but specifically, summarize the primary purpose of the job.</i> | |
| The position requires artistic and creative skills to create originally designed art for print and electronic media. Primary duties consist of using imagination, intellect and creative talent to produce high quality communication pieces for the University community. Collaborating and partnering with University clients to provide professional Graphic Design solutions. Responsibilities include: acting as client contact on specific projects; following standards for University branding and making recommendations for improvement; managing all aspects of production for designated projects; supporting inter-office projects and production needs. Also perform digital prepress functions for the two-color offset press and other wide format digital printers. This design position reports to the Director of Creative Services. | |

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| Duties and Responsibilities: <i>List up to five essential functions of the job in the space provided below, indicating the most important first, and the approximate percentage of time spent on each function over the course of a year. Similar tasks should be grouped into one category and described as such (see example). DO NOT list any duties or responsibilities that require 5% or less of the position's time.</i> | |
| <p>1. 1. Design marketing materials and print collateral for the University.</p> <ul style="list-style-type: none"> - A high level of skill in Adobe Creative Suite publishing software to provide professional Graphic Design and layout for electronic and printed marketing materials including brochures, logos, certificates, posters, billboards, book design, and newspaper/magazine. - Duties include scanning and scaling of images, creating clipping paths and masks, image correction, cropping, locating and selecting photographs. - Additional duties related to graphic design include: <ul style="list-style-type: none"> - listening to the customer needs and determining the correct printing method to conform to customer budgetary requirements. - Supports institutional graphic identity standards. | 70% of Time |
| <p>2. 2. Communicate and Partner with Clients and Internal Teams</p> <ul style="list-style-type: none"> - Works cooperatively with campus clients, writers, photographers and illustrators to assure smooth, effective workflow with high quality. - Collaborate with clients to provide Graphic Design solutions - Layout of printed and electronic materials to support the need of the customers. - Partner with the client to maintain a consistency in the university brand. - Act as customer contact for print submission and coordinate production and delivery schedules. - Communicate with customers through a proofing process, which includes the customer signing off on completed artwork. Proofs include hard copies, ProofHQ, PDF's, electronic images via email. - Manage projects through to completion. - Use existing processes and recommend new ones as needed. | 10% of Time |
| <p>3. 3. Technical Skills, Development, and Equipment Maintenance</p> <ul style="list-style-type: none"> - Effectively operate electronic publishing equipment. - Maintain accurate and up-to-date project filing systems. - Keep abreast of and apply new state of the art or like techniques to seek continuous self-improvement. - Recommend purchases of software and equipment needed to stay current and carry out job responsibilities. - Perform digital prepress functions including: <ul style="list-style-type: none"> - preflight incoming jobs; - check for appropriate formatting for quality and make corrections; - adjust and manipulate files including photo adjustment/enhancement, color conversion and export; - set up files in the department's current design and layout software. - Help determine page layout, accounting for folds, trims, bleeds and gripper; send press-ready documents to current plate to press equipment. - Provide mock-up to pressman and coordinate printing schedules. - Export files as necessary and provide to external vendors. - Troubleshoot to resolve problems/issues with design and production. | |

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| | 10% of Time |
| 4. 4. Other Management Duties - Supervise student employee in the preparation of sending proofs for client approval. - Create PowerPoint and word templates with brand for campus use. - Perform and provide technical support to Office Managers, Secretaries, Administrative and - Support University staff regarding higher level activities within software applications such as creating templates based on individual needs. - Supervise student designers (when available) who generate comps and create layouts and final art. | |
| | 10% of Time |

Supervisory Responsibilities: *Indicate the type and scope of supervisory responsibilities of this job. Check only one box. Note: this refers to supervision of other employees, not programs or tasks.*

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| | Not responsible for supervising employees. |
| X | Supervises student workers only. |
| | Guides work of others who perform essentially the same work. May organize, set priorities, schedule and review work, but has no responsibility to hire, terminate, review performance or make pay decisions, e.g., Lead position. |
| | Supervises work of others, including planning, assigning and scheduling work, reviewing work and ensuring quality standards, training staff and overseeing their productivity. May offer recommendations for hiring, termination and pay adjustments, but does not have responsibility for making these decisions. |
| | Supervises work of others, including planning, assigning, scheduling and reviewing work, ensuring quality standards. Is responsible for hiring, terminating, training and developing, reviewing performance and administering corrective action for staff. Plans organizational structure and job content. |

Fiscal Responsibility:

Do you have ultimate responsibility for the department's budget that includes but not limited to:

- Establishes the budget
- Plans budget with Vice Presidents, Deans and UPRC

No

What is the dollar value of the budget managed?

Education: *Indicate the minimum level of education generally necessary to effectively handle the job's duties and responsibilities..*

| Required | Preferred | |
|---|-----------|--|
| | | High school diploma or GED |
| | | Vocational or technical training – Field of study: |
| | | Associate's degree, or vocational or technical school degree – Field of study: |
| X | | Bachelor's degree – Field of study: Graphic design or related field |
| | | Master's degree – Field of study: |
| | | Doctoral degree – Field of study: |
| Check here if experience may substitute for some of the above education and describe how: | | |

Additional information (such as licensure, certifications, valid Driver's License, etc):

NOTE: This section is assessing the proficiency level necessary to perform in this job. You will have an opportunity to note your level of proficiency later on the form.

Work Experience: *Indicate the required level of work related experience required to effectively perform the job's responsibilities. This is not necessarily the same as your relevant experience. Check only one box.*

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|--|---------------------|--|-----------|--|-----------|---|------------|--|-------------------------------------|--|--|--|
| | Less than 12 months | | 1-3 years | | 3-5 years | X | 5-10 years | | More than 10 years – please specify | | | |
|--|---------------------|--|-----------|--|-----------|---|------------|--|-------------------------------------|--|--|--|

NOTE: This section is assessing the proficiency level necessary to perform in this job. You will have an opportunity to note your level of information later on the form.

Knowledge: *Indicate the depth and breadth of knowledge within the job's field or specialty that is required to effectively perform the duties and responsibilities of this job. This is not necessarily the same as your relevant experience. Check only one box.*

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| | Specialized knowledge not required. |
| | Fundamental working knowledge of concepts, practices and procedures and ability to apply in varied situations. |
| | Firm working knowledge of concepts, practices and procedures and ability to use in varied situations. |
| X | Comprehensive knowledge of theories, concepts and practices and ability to use in complex, difficult and/or unprecedented situations. |

Provide additional information if desired:

- A high level of skill in Adobe Creative Suite publishing software to provide professional Graphic Design and layout for electronic and printed marketing materials including brochures, logos, certificates, posters, billboards, book design, and newspaper/magazine.

Skills: *Describe the type and level of skills required to handle the job's responsibilities.*

| Type | Level Required |
|---|----------------------------------|
| Analytical <i>Describe:</i> Understanding how to communicate ideas visually. Interpret client needs through discussion. | Basic X Intermediate Advanced NA |
| Project/Process Management <i>Describe:</i> Organizing and managing a variety of jobs, clients, projects, and archive documents. | Basic X Intermediate Advanced NA |
| Computer/Technical <i>Describe:</i> Well versed in a Macintosh environment and the Adobe Creative Suite software. Understand electronic prepress. | Basic Intermediate X Advanced NA |
| Office/Administrative Support <i>Describe:</i> Archiving projects. | XBasic Intermediate Advanced NA |
| Equipment Operation <i>Describe:</i> Proficient with the use of an Apple Macintosh and basic maintenance. Hp color laserjets, printers, scanners, backup drives, etc. Any equipment needed to design. | Basic X Intermediate Advanced NA |
| Written and Oral Communications <i>Describe:</i> Good interpersonal skills including the ability to effectively communicate with clients and coworkers. | Basic X Intermediate Advanced NA |

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| Other: Multitask <i>Describe:</i> The position requires that a variety of projects being worked on simultaneously with multiple clients and deadlines. As well as a variety of job functions in regarding to managing projects through all stages of production. | Basic Intermediate X Advanced |
| Other: <i>Describe:</i> | Basic Intermediate Advanced |

Collaboration/Interaction: *Indicate the nature of collaboration and/or service to others required by the job and whether this occurs internally (with others at the organization) or externally (with general public, vendors, media, other organizations, etc.) Check all that apply.*

| Internal to Xavier | External to Xavier | |
|--------------------|--------------------|--|
| X | | Exchange of routine, factual information and/or answering routine questions. |
| X | | Exchange detailed information or resolve varied problems. |
| | | Access to and/or works with sensitive and/or confidential information. |
| | | Identify needs/concerns of others, determine potential solutions, resolve or redirect appropriately. |
| X | | Persuade, gain cooperation and acceptance of ideas or collaborate on significant projects. |
| | | Resolve conflict, negotiate or collaborate on major projects. |
| | | Handle sensitive issues and facilitate collaboration at the highest level. |
| X | X | Develop and maintain relationships to enhance work flow and work quality. |

Provide additional information if desired: Works with clients to analyze their needs and study the target audience. Establish expectations and schedules for projects, as well as the responsibilities of the clients in the process. Build partnerships and maintain rapport with various clients.

Decision Making: *Indicate the type of impact of the decisions typically made by this job. Check only one box.*

Example of the relationship of terms used herein to the areas they describe at Xavier:

Functional area = Accounts Payable

Department = Controllers Office

Division = Financial Administration

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| | Decisions generally affect own job or specific functional area. |
| X | Decisions may affect a work unit or area within a department. May contribute to business and operational decisions that affect the department. |
| | Decisions have major implications on the management and operations of an area within a department. Job may contribute to important strategy, operational and business decisions that affect the department. |
| | Decisions have significant, broad implications for the management and operations of a division. Job contributes to decisions on the overall strategy and direction of the entire organization. |

Provide additional information if desired: Brainstorming for the best ways to visually communicate with constituents of the University. Think strategically, creatively, and analytically about the university branding and message and assist in the development and evolution of university communications.

Problem Solving: *Indicate the nature of problems regularly encountered by this job. Check only one box.*

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| | Problems encountered are routine, somewhat repetitive and generally solved by following clear directions and procedures. |
| | Problems are varied, requiring analysis or interpretation of the situation. Problems are solved using knowledge and skills, and general standards and past practices. |
| X | Problems are highly varied, complex and often non-recurring; require novel and creative approaches to resolution. New concepts and approaches may have to be developed. |

Provide additional information if desired: Technical issues with software, computers and updates. Print solutions. Trouble shooting client files.

Independence of Action: *Indicate the job's general degree of independence of action. Check only one box.*

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| | Work is closely monitored by supervisor/manager; detailed instructions and procedures are generally provided. |
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| | Work progress is monitored by supervisor/manager; incumbent follows policies and procedures, and may set priorities and organizes work within general guidelines established by supervisor/manager. |
| X | Results are defined and existing practices are used as guidelines to determine specific work methods and carries out work activities independently; supervisor/manager is available to resolve problems. |
| | Results are defined; incumbent sets own goals and determines how to accomplish results with few or no guidelines to follow, although past practices may exist; supervisor/manager provides broad guidance and overall direction. |
| <i>Provide additional information if desired:</i> Use existing processes and recommend new ones as needed. Create design solutions for clients. Concepts on more complicated projects are review by the Creative Director. | |

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| Physical/Environmental Demands: <i>Indicate the typical physical and/or environmental demands required to effectively handle the job responsibilities and their frequency.</i> |
| X Office environment / no specific or unusual physical or environmental demands. |
| Specific physical requirements or environmental exposures. Provide details on Addendum. |

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| Additional Information about Job: <i>Please describe as clearly and concisely as possible any additional information that would be important to fully understand the role, responsibilities, nature and scope of the job.</i> |
| Communications have to be affectively conveyed visually through a variety of media. Deeper knowledge and understanding of the print process. Perform a variety digital prepress functions. |

The following two sections will allow you to expand upon your level of relevant proficiency of Knowledge and Job Experience in this job.

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| Incumbent's Relevant Work Experience: <i>Check only one box.</i> | | | | | | | | | | |
| | Less than 12 months | | 1-3 years | | 3-5 years | | 5-10 years | X | More than 10 years – please specify <u>20</u> | |

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| Incumbent's Relevant Knowledge: <i>Check only one box.</i> | |
| | Specialized knowledge not required. |
| | Fundamental working knowledge of concepts, practices and procedures and ability to apply in varied situations. |
| | Firm working knowledge of concepts, practices and procedures and ability to use in varied situations. |
| X | Comprehensive knowledge of theories, concepts and practices and ability to use in complex, difficult and/or unprecedented situations. |
| <i>Provide additional information if desired:</i> Currently I function in a variety of ways in this position. One of my additional responsibilities is working on the back section of the magazine. Sidebar layouts, ads, locating photographers for alumni photos, etc. I have a Bachelor's of Fine Arts with extension experience in all stages of the design to print process. | |

The statements in this position description are intended to describe the general nature and level of work being executed by employee(s) assigned to this job. They are not intended to be an exhaustive list of all responsibilities, duties and skills required of the job or individuals.

Please sign below and send to Human Resources.

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| Reviewed by: | Date: |
| Received in HR by: | Date: |

Addendum to Job Description

Physical Requirements

Please check the **level of frequency** that best describes the physical demands that are **required** for you to perform your job duties. Do not consider those parts of your job that, if you had a disability, a reasonable accommodation could be made. For example: If you were in a wheelchair, but had to occasionally move a box of paper, it would be a reasonable accommodation to have someone else move it for you. In that case, you would not consider moving the box as a required part of your job.

For each physical activity below, check the box that applies to your job.

| Physical Activity | Frequency of Activity | | | |
|---|-----------------------|--------|-------|---------------------|
| | Not Required | Seldom | Often | Nearly Continuously |
| Sitting | | | | X |
| Repetitive hand motion (such as typing) | | | | X |
| Hearing, listening | | | X | |
| Talking | | | X | |
| Standing | | X | | |
| Walking | | X | | |
| Bending | | X | | |
| Stooping | | X | | |
| Climbing stairs | | X | | |
| Climbing ladders | X | | | |
| Kneeling, squatting | X | | | |
| Crouching | X | | | |
| Crawling | X | | | |
| Balancing | X | | | |
| Reaching overhead | | X | | |
| Pulling, pushing | | X | | |
| Shoveling | X | | | |
| Lifting – up to 10 pounds | | X | | |
| Lifting – up to 20 pounds | | X | | |
| Lifting – up to 30 pounds | | X | | |
| Lifting – up to 50 pounds | X | | | |
| Lifting – over 50 pounds | X | | | |

Work Environment

This question describes your current working conditions. Check all the boxes that apply.

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| X | Office Environment: Employees are protected from weather conditions or contaminants, but not necessarily occasional temperature changes. |
| | Outdoor Environment: Employees work outdoors and may not be protected from weather conditions. |
| | Extreme Cold: Temperatures typically below 32 degrees for more than an hour. |
| | Extreme Heat: Temperatures above 100 degrees for more than an hour. |
| | Noise: There is sufficient noise to cause you to shout in order to be heard above the noise level. |
| | Vibration: Exposure to oscillating movements of extremities or whole body. |
| | Hazards: Includes a variety of physical conditions, such as proximity to moving mechanical parts, moving vehicles, electrical current, working on scaffolding and high places, or exposure to chemicals in work setting. |
| | Oils: There is air or skin exposure to oils or other cutting fluids. |
| | Infectious Diseases: Employees are frequently exposed to contagious or infectious diseases. |
| | Atmospheric Conditions: Conditions that affect the respiratory system, such as fumes, odors, dusts, mists, gases, or poor ventilation. |
| | Close Quarters: Employees are frequently required to work in crawl spaces, shafts, man holes, sewage and water line pipes, and other areas that could cause claustrophobia. |

NOTE: SUPERVISOR AND EMPLOYEE SHOULD KEEP AN ELECTRONIC COPY AND HARD COPY OF THE COMPLETED POSITION DESCRIPTION.