

The University of Texas at San Antonio

Job Description

Job Title: Senior Graphic Designer
Code: 18327
Salary Grade: 60
FLSA Status: Exempt
Department/Division: Job available in different sections/departments/divisions
Reports To: In accordance with specific departmental policies

Summary

- Function: To provide high quality visual concepts for printing and presentations using computer graphics hardware and software.
- Scope: Serves as principle coordinator for graphic publication production while collaborating with the department head and/or contributing authors to realize a final product.

Duties

- Typical:
 1. Develops, designs, and produces a variety of publications to include collaborating with clients to identify design products needed; provide art direction; conceptualizing design work with abstract thoughts; preparing production and cost estimates; tracking time on projects; setting deadlines; and prepares final design for production.
 2. Illustrates concept by designing rough layout of art and copy regarding arrangement, size, type size and style, and related aesthetic concepts.
 3. Conducts meetings for message formulation; maintains relationships with outside vendors; and produces bid sheets for quotes.
 4. Completes projects by coordinating with outside agencies, art services, printers, etc.
 5. Layout and scale photos, marking them for proper screen values for print reproduction.
 6. Organizes copy flow and maintains database/bibliographic/archival retrieval system of all references used in creation of published materials.
 7. Works with administrators; internal representatives and outside customer service representatives; and communicate the graphic image of the University to the public.
 8. Performs other duties as assigned.
- Periodic:
 1. Work with writers, photographers and videographers in project planning and execution.

<ol style="list-style-type: none"> 2. Act as primary consultant on specific projects. 3. Maintains technical knowledge by attending design workshops; reviewing professional publications; participating in professional societies. 4. May handle copyright, reprint, and permission processes. 5. Oversees and trains graphic assistants.
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Education

Required	Preferred
Bachelor's degree in graphics, design, advertising or related field.	Master's degree in graphics, design, advertising or related field.

Other Requirements

Required	Preferred
Effective judgment, tact, diplomacy, and discretion required in all matters.	N/A
Ability to work effectively with a variety of professionals, administrators, and support staff.	
Strong interpersonal skills.	
Criminal Background Check (CBC).	

Experience

Required	Preferred
Five years of experience as a graphic designer in a design group or advertising agency with emphasis on the printed media and some exposure to non-printed media.	Experience as a graphic designer in a University publications office.

Equipment

Required	Preferred
Personal computer with software associated with publishing, graphics, drawing, and web design; phototypesetting equipment, image scanners, and general office equipment.	N/A

Working Conditions

Usual	Special
Usual office conditions.	Assignment deadlines may require overtime.

Supervision

Received	Given
Direct supervision from administrator.	Directly supervise support staff to include Multimedia Design Specialist I and II.

Accuracy

Exacting proficiency in all phases of duties performed.

Security Sensitive

Specific job requirements or physical location of some positions allocated to this classification may render the position security sensitive, and thereby subject to the provisions of section 51.215 Texas Education Code.

Internal Control

Within the scope of position duties, responsible for seeing that operations are effective and efficient, assets are safeguarded, reliable financial data is maintained, and applicable laws, regulations, policies, and procedures are complied with.