

# The University of Texas at San Antonio

## *Job Description*

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Job Title: Graphic Designer I  
Code: 8331  
Salary Grade: 56  
FLSA Status: Non Exempt  
Department/Division: Communications/Publications  
Reports To: In accordance with specific departmental policies

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## *Summary*

- Function: To provide basic design functions (both illustrative and photographic) for a wide variety of small projects such as forms, maps, posters, short brochures, simple mailer, etc.
- Scope: Responsible for researching and implementing graphic design production on assigned projects.

## *Duties*

- Typical:
  1. Performs the design function to provide professional-level publications.
  2. Serves as a member of the creative team to solve problems relating to the mechanical and visual design of information to be disseminated.
  3. Recommends visuals that will present the desired image and effect most clearly.
  4. Constructs layouts, selects type faces, makes mechanical color separations, and positions type and graphic elements on mechanicals for approval.
  5. Performs other duties as assigned.
- Periodic:
  1. Participate in technical and planning conferences.
  2. Act as a consultant on specific projects.

## *Education*

<b>Required</b>	<b>Preferred</b>
Bachelor's degree in commercial art, design, or related field.	N/A

## *Other Requirements*

<b>Required</b>	<b>Preferred</b>
Criminal Background Check (CBC).	N/A

***Experience***

<b>Required</b>	<b>Preferred</b>
One year of experience in graphic design with print media and/or non-printed media.	Two years of experience as a graphic designer in a design group or advertising agency.

***Equipment***

<b>Required</b>	<b>Preferred</b>
Must be familiar with equipment used in offset printing, typesetting, and photography.	Familiarity with equipment used in silk-screen printing and exhibit fabrication.
Knowledge of graphics/paint/publishing software.	

***Working Conditions***

<b>Usual</b>	<b>Special</b>
Usual office conditions.	Assignment deadlines may require overtime.

***Supervision***

<b>Received</b>	<b>Given</b>
General supervision from direct supervisor.	None.

***Accuracy***

High proficiency in all phases of duties performed.
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***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.
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***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.
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