

The University of Texas at San Antonio

Job Description

Job Title: Multimedia Designer II
Code: 18654
Salary Grade: 58
FLSA Status: Exempt
Department/Division: University Publications
Reports To: Director, University Publications

Summary

- Function: To provide professional skills in the design and layout of web pages and web sites.
- Scope: Responsible for producing high quality, creative artwork for printing and working closely with editors, photographers and Web team members to insure clear and concise visual communications.

Duties

- Typical:
 1. Designs newsletters, tabloids, brochures, annual reports, posters and special assignments on high visibility graphics projects. Creates electronic files and illustrations for publications such as brochures, booklets, posters, directories, websites and a variety of other publications projects that communicate the graphic image of the university and its messages to the public.
 2. Understands the special constraints and considerations of producing appropriate publications that best represent a state-supported university. Utilizes professional skills in the design and layout of web pages and web sites.
 3. Designs web pages by determining appropriate page layout, graphics, colors, text, organization, navigational links and aesthetics that support the needs of clients while maintaining University graphic standards. Ensures compliance with established guidelines for use of logos, icons, colors and legal requirements for web site usage, security and standards.
 4. Creates digital graphics, animation and incorporates video streaming for web sites and online publications.
 5. Writes code using HTML, dynamic HTML, Java, JavaScript, Visual Basic, Perl, or Common Gateway Interface (CGI). Responsible for writing advanced web authoring code, designing and integrating graphics,

maintaining business content and databases for web sites and keeping abreast of the latest hardware and software needed for continuous site management. Consults with users to determine web needs and recommends solutions.

6. Must be proactive in researching new methods, techniques and software to improve the effectiveness and efficiency of web application technologies. Recommends software and hardware upgrades for websites.
7. Must be able to work quickly and efficiently under tight deadlines on several projects simultaneously.
8. Works in a collaborative team environment to design and produce print and electronic projects.
9. Performs other duties as assigned.

Education

Required	Preferred
Associate's degree in Graphic Arts or a computer related field from an accredited institution.	Bachelor's degree in Graphic Design, Web Design or in a related field from an accredited institution.

Other Requirements

Required	Preferred
Knowledge of HTML, HTML editing tools, Java Script, visual Basic, graphic design software and other web authoring languages. Knowledge and understanding of web based systems, applications, authoring practices and web development and trends.	Extensive experience on Macintosh computer systems and related desktop publishing software and multimedia software.
Criminal Background Check (CBC).	

Experience

Required	Preferred
Three years of experience in Macintosh computer systems and desktop publishing software including one year of professional web design or graphic design experience and experience formulating systems and designing or managing web sites.	Three years of experience as a graphic designer in a university publications office, a design group or advertising agency with emphasis on printed material and multimedia software programs.

Equipment

Required	Preferred
Personal computer and standard office equipment.	N/A

Working Conditions

Usual	Special
Normal office conditions.	N/A

Supervision

Received	Given
Independently performs routine tasks.	May indirectly supervise staff.

Accuracy

Proficiency in all 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.
