Saint Michael's College
Job Description

Job Title: Graphic Designer

Department: Auxiliary Services

Supervisor or Manager: Manager of Printing and Mailing

Date Created: 4/22/05 Last Revised: 3/14/12 FLSA Status: NE

Our Mission: It is the mission of Saint Michael’s College to contribute through higher education to the enhancement of the human person and to the advancement of human culture in the light of the Catholic faith.

Major Objectives:
- Professional, high quality designed and printed items for College are created, while staying within perimeters of Graphic Identity Standards that have been constructed by Marketing
- Quality services are provided for design, layout, outputting files, and inquiries from entire campus community

Essential Duties and Responsibilities:
- Creates new designs for college publications and other printed pieces from Printing and Mailing
- Creates/revises advertisements, sticker/apparel designs, newsletters/flyers for College web site, and any other electronically formatted requests
- Analyzes, organizes and completes all design/typesetting orders within tight deadlines
- Collects all materials for computer design jobs being sent to outside services
- Clears all final layouts with designated Vice President of department where order originated from
- Balances creating design with customer service and technical trouble-shooting duties
- Finalizes all pre-press artwork design

Secondary Responsibilities:
- Advises customers in setting up their own designs/layouts, reminding them of graphic standards and usage of logos

Positions Supervised:
- None

Major Contacts:
- Manager of Printing and Mailing
- Print Services Coordinator/Press Operator
- Assistant Manager of Post Office
- Director of Marketing
- Director of Publications
- Assistant Director of Admission
- Assistant Director of Marketing
- Director of Graduate Programs
- Pre-flight Vendors
- Printing Company Representatives
- Courier Services
- Administrative Assistants
- President’s Office
Demonstrates Excellence:
• Works with a high level of concentration and thorough understanding of creating a concept, translating an idea and producing a high quality, finished printed product in a professional manner
• Facilitates great professional relationships with supervisors, co-workers, outside services, vendors, faculty/staff, and students in order to complete work orders correctly and within time table of customer
• Communicates clearly with significant knowledge of technical issues, printing details and specs, and distribution of final orders
• Makes time to advise staff, faculty and students with their design/layout issues, usage of College logos, colors and graphics, and final output of their design files
• Handles workload with extreme proficiency in pre-press area of department, to avoid errors, presenting final draft for customer before it goes to print
• Envisions, shares concepts and produces professionally designed materials while staying within customer’s desired budget

Education and Work Experience:
• Associate’s degree or equivalent combination of education and experience
• 4 plus years of experience in field of typesetting and design, including a thorough knowledge of computer programs, ability to create complex designs/layouts in a timely manner and successfully complete projects

Analytic Skills:
• The ability to recognize several likely causes of events, analyze relationships among several parts of a problem or situation, and then formulate a multi-step response.

Language and Literacy Skills:
• Reads and understands basic instructions. Conversational skills including responding to supervisors and co-workers as needed to ask questions, provide information, seek direction and plan work. Some writing is required for position.

Computer/Technology Skills:

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<th>Working Knowledge</th>
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Other:
Adobe Illustrator
Mac OSX operating systems
Windows XP
InDesign

Licenses, Certifications and Other Requirements:
• None required

Physical Demands:
• Work is often performed in a typical office environment requiring:
• Sitting in a normal seated position for extended periods of time
• Reaching by extending hand(s) or arm(s) in any direction
• Dexterity sufficient to manipulate objects with fingers, for example operating a computer keyboard
• Communication skills using the spoken word
• Vision sufficient to see within normal parameters
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• Hearing sufficient to hear within normal range
• No or very limited physical effort
• No or very limited exposure to physical risk

While performing the duties of Graphic Designer, the employee is occasionally required to lift and/or move 10-25 pounds.

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with a disability to perform the essential functions.

Additional Requirements for the Job:
• Flexibility with work schedule to accommodate emergency projects that require immediate attention
• Ability to perform beyond normal expectations to keep projects on schedule when necessary
• Capacity to work independently on Macintosh computer with little or no IT support on campus and to do own trouble-shooting with computers, printers, scanners, etc.

The above job description in no way states or implies that these duties are the only duties performed by this employee. The incumbent is expected to perform other related duties necessary for the effective operation of the College.