



DATE ISSUED: 07/06
FLSA: Non-Exempt
PTO: COVS

JOB DESCRIPTION

TITLE

Computer Graphics Specialist II

JOB SUMMARY

Performs various functions utilizing skills with computer graphics applications. Conceptualizes and designs complex printed materials as well as electronic presentations primarily in support of teaching, research, and faculty development initiatives. Assists with the creation or modification of learning materials and use of multimedia and web applications. Work is performed under the supervision of the Director of Instructional Operations and performance is based upon completion of assignments and results obtained. The performance evaluation is conducted through the performance evaluation system and in accordance with the University Policies & Procedures.

ORGANIZATIONAL RELATIONSHIPS

Reports to: Director, Instructional Operations

Supervises: May supervise student assistants, temporary and permanent employees

PRIMARY DUTIES - May include, but not limited to the following:

Works in a production oriented environment with multiple priorities and deadlines.
Designs and applies creative multimedia solutions for print and electronic documents.
Understands design style and current trends in graphics design.
Meets with clients and plans project production within time and budget limitations.
Recommends maintenance and/or purchase of multimedia software/hardware.
Provides one on one and group instruction on multimedia and web applications.
Uses graphics tools and chemicals safely and with proficiency.
Assists in the implementation of institutionally appropriate and effective disaster recovery plans.
Continually develops and maintains technical skills to ensure high quality levels of technical support for end users.

ADDITIONAL DUTIES

May assist end users in general and classroom computer labs, video conference facilities, technology classrooms, and campus events requiring technology support.
May provide assistance with TV production projects.
Performs other duties as requested.

EDUCATION

Associate's degree in art or related discipline or completion of vocational art school. Bachelor's degree preferred.

EXPERIENCE

Three years experience in commercial art, graphic arts design and illustration and/or other specialized art work in a production oriented environment. Three years experience, preferably in a higher education environment. Equivalent combination of education, experience and training may be substituted.

KNOWLEDGE, SKILLS, AND ABILITIES - The following are essential:

Proficient in the use of computer hardware and software essential to graphics design and production as well as materials common to hand illustration and drawing.
Self-directed learning of new technology applications quickly and efficiently.
Self-directed with a demonstrated ability to meet project deadlines.
Ability to deal well with ambiguity and fast-paced change.
Excellent verbal and written communication skills including the ability to explain technical concepts in non-technical terms.
Detail oriented.
Ability to use various measuring tools and mathematical proficiency.
Knowledge of modern computing, networking and communications systems.
Ability to organize and work effectively with an understanding of organizational policies and activities.
May be required to work a flexible schedule, including nights, weekends and holidays.
Ability to establish and maintain effective work relationships with students, faculty and staff.
Ability to use a personal computer and other office equipment.

PHYSICAL DEMANDS

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

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accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee is occasionally required to stand; walk; sit; use hands to finger, handle, or feel objects, tools or controls; reach with hands and arms; climb stairs; talk or hear. May be required to sit for long periods of time. Specific vision abilities required by this job include close vision, distance vision, color vision, peripheral vision, depth perception, and ability to adjust focus. May be required to lift or move 50+ pounds.

WORK ENVIRONMENT

Employees are responsible for performing their duties in an environment that is free from discrimination, intimidation, coercion or harassment, including sexual harassment. Work is performed primarily indoors in an office setting. The noise level in the work environment is low to moderate. Daily exposure to PCs and networks.

SAFETY

Assists in the creation of a culture of safety and environmental protection by performing work safely in accordance with departmental safety procedures. Operates equipment safely and reports any unsafe work conditions or practice to supervisor.

The job description does not constitute an employment agreement between the employer and employee and is subject to change by the employer as the needs of the employer and requirements of the job change.

Employee Signature: _____ **Date:** _____

Texas Woman's University strives to provide an educational environment that affirms the rights and dignity of each individual, fosters diversity, and encourages a respect for the differences among persons. Discrimination or harassment of any kind is considered inappropriate.

Texas Woman's University is committed to equal opportunity in employment and education and does not discriminate on the basis of race, color, religion, sex, sexual orientation, or ethnic origin, age, veteran's status, or against qualified disabled persons.

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All positions at Texas Woman's University are deemed security sensitive requiring background checks.