



DATE ISSUED: 09/05
FLSA: Exempt
PTO: VCS

JOB DESCRIPTION

TITLE

Senior Designer

JOB SUMMARY

Performs duties in conceptualizing, design, pre-production, production and printing of campus publications. Work is performed under general supervision, with an emphasis on independent performance, and performance is based on the effective operation of the administrative function. The performance evaluation is conducted through the performance evaluation system and in accordance with the University Policies & Procedures.

ORGANIZATIONAL RELATIONSHIPS

Reports to: Creative Director

Supervises: No supervisory responsibilities

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

- Conceptualizes and designs publications.
- Oversees print production of publications, including preparing digital files and conducting press checks.
- Confers with faculty and staff on publications.
- Produces electronic camera-ready art for publications.
- Maintains client contact throughout design, production, and printing.
- Completes pre-press requirements for publications printed by external printers.
- Writes and obtains bids from external printers.
- Selects and art directs free-lance photographers.
- Maintains archive digital filing system of photograph and publications.

ADDITIONAL DUTIES

Performs other duties as requested.

*Sr Designer
Date Issued: 09/05
FLSA: Exempt
PTO: VCS*

EDUCATION

Bachelor's degree in advertising art, graphic design, or a related field.

EXPERIENCE

Three years experience in a comparable position in an agency, university, or corporate setting. Proficiency in Adobe Pagemaker, Quark Xpress, Photoshop, Adobe Illustrator and Microsoft Word in a Macintosh environment.

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

Requires excellent design and production skills, as well as a thorough knowledge of current electronic pre-press and printing methods and technology.

Ability to effectively communicate with faculty, staff, free-lance photographers, writers, editors, printers, and the public in person, in writing and by telephone.

Ability to set and meet deadlines.

Ability to self-manage multiple projects.

Ability to operate an Apple Power Macintosh personal computer.

Ability to organize work effectively, conceptualize and prioritize objectives and exercise independent judgment based on an understanding of organizational policies and activities.

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 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 25+ 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

Sr Designer
Date Issued: 09/05
FLSA: Exempt
PTO: VCS

to moderate. While performing the duties of this position, the employee may be required to travel.

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.

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