Job Title	Graphic Designer I
Job Code	
Exempt Status	Exempt
Position Status	
EEO Classification	

Job Summary

The Graphic Designer I, under general supervision, supports of various web development projects for marketing and communications needs, including designing and editing graphics/photos for use in multimedia, web sites, and other online purposes.

Essential Duties and Responsibilities

- Designs effective and accessible graphic interfaces for web sites, pages and applications.

- Creates motion graphics for use on web sites and multi-media presentations.

- Designs brochures, signs, newsletters, presentation templates and materials, and other print media as needed.

- Maintains documentation for each project including approvals, comments, drafts and artwork.

- Collaborates with customers as needed from concept to creation to customer support.

- Acts as a technical resource in the area of graphics and publication design software, hardware and techniques.

This document represents the major duties, responsibilities, and authorities of this job, and is not intended to be a complete list of all tasks and functions. Other duties may be assigned.

Additional Responsibilities

Minimum Requirements

Education – Bachelor's Degree in Graphics Design, Fine Arts, or equivalent combination of education and experience.

Experience – No prior experience required.

Knowledge of – None.

Ability to – Ability to multitask and work cooperatively with others. Strong oral and written communication skills.

Licensing / Professional Certification **–** None.

Physical Requirements – None.

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.

Supervision of Others

This position generally does not supervise employees.

Other Requirements

Approved by:	
Date approved:	
Reviewed:	