

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

Job Summary

The Graphic Designer II, under general supervision, supports of various web development projects for marketing and communications needs of the university, including designing and editing graphics/photos for use in multimedia, web sites, and other online purposes. Performs complex graphics design and consultation work.

Essential Duties and Responsibilities

- Assists in content strategy for responsive web design; creates wireframes and website design; and assists in production through completion.
- Designs project specifications, obtain pricing, preps files and oversees production; press checks if necessary. Designs brochures, signs, newsletters, presentation templates and materials, and other print media as needed.
- Creates motion graphics for use on web sites and multi-media presentations.
- Presents branding and design concepts to clients and partners.
- 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.
- Performs some or all of the duties of a Graphics Designer I.

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 – Two years of related experience in graphics design, web development, print and electronic media, marketing or related design field.

Knowledge of – Ability to – Ability to multitask and work cooperatively with others. Ability to balance multiple projects and deadlines. 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:	