

University of Houston – Clear Lake

Position Description

Job Title: **Graphic Artist II**

Job Code: **3974**

Pay Grade: **004**

FSLA: **EX**

Location: **UHCL**

Retirement Program: **TRS**

QUALIFICATIONS

	REQUIRED	PREFERRED
Education	Bachelor's degree in Media Studies, Communication, Fine Arts, similar studies, or comparable combination of education and experience	Master's degree or advanced coursework in Fine Arts, Media Studies, Communication, or similar studies.
Experience	Evidence of successful experience as follows: Three years in a computer-based graphic art environment involving WWW graphics. Significant experience working as part of a design and development team. Advanced skills in Adobe Photoshop and Adobe Illustrator. Skilled experience with Web design, photography and Macromedia Flash. Solid familiarity with print-based materials and lay-out, from concept to print shop. Minimum six months project management/ project leadership experience. Evidence of quality instructional experience for groups/classes.	Substantial additional successful design experience. Evidence of successful supervisory experience.
License/Certification		

This position may be security sensitive requiring a background check of the final candidate.

POSITION SUMMARY

The **Graphic Artist II** is responsible for re-purposing art work, for the creation of original art work, and for producing a variety of University print materials - all with a visual style, design and layout that is appropriate to each project's concept and goals. The **GA II** often works with project teams, taking a leadership role regarding decisions about designs and image for use in Web sites and Web courses, video productions, and printed materials. The **GA II** may be responsible to guide and coordinate work of a junior member of the graphics team. S/he must be a talented artist who is highly creative and technically competent in using a variety of electronic tools and techniques. Patience, accuracy, effective and efficient organization skills, a bias for details, and a cooperative, team-oriented attitude are important in this role.

Duties and responsibilities	% Time
Advise and assist UHCL (and possibly other UH System) colleagues, faculty, and staff on use of graphics and technology for the classroom, the WWW, and presentations. Assist with aesthetic design concepts and the principles of color, typography, and layout. Produce storyboards, graphic sketches, prototype designs, and layouts as concepts and proposals. For academic courses, work closely with subject matter experts (faculty) and the UCT team to conceive and develop informational/instructional graphics (stills and animations) that enhance and effectively convey information.	30

Provide prepress: design, production, and coordination for University print materials. Create products for university marketing and other communications, including information pieces, publicity, and advertising. Includes pamphlets, direct mail, billboard design, newspaper and magazine advertising, and graphics for use with video. Interface with UHCL offices, media representatives, service bureaus, and print shops.	25
When appropriate, create usable, readily maintainable, and compelling graphics and animations; e.g., using Macromedia Flash.	20
Conduct UHCL - and possibly U.H. System - training for workshops/conferences.6. Stay current on job-relevant technologies and techniques, and remain tuned to the big picture (of graphic design) for project process improvement. Contribute usefully to discussions, position papers, and policies to improve UHCL graphic design uses and processes. Understand and comply with current intellectual property and copyright polices and regulations relating to graphics and projects. 8. Assist in other projects as requested by the supervisor.	15
Create, revise, and repurpose print and image materials suited to client requests for the Web, print, and digital presentation. May involve adapting copyright-free clip art, stock photography, and other art elements designed by others.	10

This position description describes the general qualifications, duties and responsibilities of work being performed.