

University of Houston – Clear Lake

Position Description

Job Title: **Coordinator, Graphic Design & E-Comm**

Job Code: **3240**

Pay Grade: **030** FSLA: **EX**

Location: **UHCL**

Retirement Program: **TRS**

QUALIFICATIONS

	REQUIRED	PREFERRED
Education	Bachelor's degree or equivalent combination of education and experience	Bachelor's degree in Graphic Design, Fine Arts, Communications or related field.
Experience	One year graphic design/art production experience working on print and online projects; one year professional writing experience; and experience utilizing online marketing software and social media to engage audiences.	Experience in design and development of complex Web pages/sites; two or more years writing and editing experience; experience in digital photography for print-based and Web design.
License/Certification		

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

POSITION SUMMARY

Provides graphic art production support for print and electronic publications to promote events and activities for the Office of Alumni and Community Relations and the Office of University Advancement. Establishes and maintains departmental Web sites/pages and implements creative design concepts for print and online projects through application of editorial, technical and graphic art knowledge and skills. Assists with all aspects of the Office of University Advancement including event implementation and tasks to support various programs and activities. Performs other duties as assigned.

Duties and responsibilities	% Time
Provide graphic art production support for print and electronic publications to promote key events and activities. Projects include advertisements, fliers, brochures, invitations, programs, posters, event signage and other materials	50
Design, develop and implement Web sites/pages through application of creative, editorial, technical and graphic art knowledge/skills to maximize online presence for the Office of University Advancement. Includes regular updates of assigned departmental tabs and other Web pages. Utilize online marketing software and social media to engage audiences	35
Support various programs and activities by collecting information, writing copy, taking photos, assisting with event implementation and performing other duties as assigned.	15

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