

# University of Houston – Clear Lake

## Position Description

Job Title: **Graphic Design Assistant**

Job Code: **5125**

Pay Grade: **110**

FSLA: **NE**

Location: **UHCL**

Retirement Program: **TRS**

### QUALIFICATIONS

	REQUIRED	PREFERRED
Education	College level coursework in or related to Media Studies, Communication, Arts, or comparable.	Bachelor's degree in Media Studies, Communication, Arts or related.
Experience	Three months experience using Adobe InDesign, Microsoft Word, Adobe Photoshop, and Adobe Illustrator software. Must be accurate and detail oriented. Must have a working knowledge of layout, type and color and be able to take instructions from a designer to complete a layout.	Additional and advanced experience with desktop publishing, prepress, and Adobe InDesign software. Experience with photography and copy editing are a plus.
License/Certification		

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

### POSITION SUMMARY

The position requires a print production artist. This individual must have a working understanding of layout, type and color and able to take instructions from a designer and create a complete layout, working proficiently in InDesign, Photoshop, Illustrator and Microsoft Word. Responsibilities include producing final files that image properly to film or printer specification. Must be accurate and detail oriented. Takes instructions from Coordinator. Relies on instructions and pre-established guidelines to perform the functions of the job. Creativity and cooperative attitude are required.

Duties and responsibilities	% Time
Work under immediate supervision of Coordinator of Digital Media and Graphics. Generate products that adhere to instructions and pre-established guidelines provided. Create and modify products for university marketing and other communications, including informational publications and advertising/marketing materials. Design and provide prepress production of materials including books, pamphlets, direct mail, promotional items, newspaper and magazine advertising.	75
Assist Multimedia Specialist on video and photo shoots for university marketing projects. Understand and comply with current intellectual property and copyright polices and regulations relating to graphics, text, and overall projects. Assist in other projects as requested by the Coordinator of Digital and Graphic Media.	15
Create graphics for use on the Web, television and video.	10

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