

JOB INFORMATION

Effective Date	10/21/2021
Job Code:	3962
Job Title:	Graphic Artist I
Salary Grade/Structure:	003 - Computing
Career Level Name:	
FLSA Name:	Non-Exempt
EEO Code:	30-Professional Non-Faculty
Job Function:	Communications
Job Family:	Creative Design
Job Summary	The Graphic Artist I will work on a variety of media and must be technically competent in using various software applications and hardware to perform tasks. Tasks will include, but are not limited to, designing images, illustrations and media products for use in marketing products, online courses, video productions, Web pages and assorted printed materials. Must have a working understanding of layout, type and color and able to take instructions from the coordinator to create graphic and media products, working proficiently in InDesign, Photoshop, Illustrator and Microsoft Word. Must be accurate and detail oriented. Relies on instructions and pre-established guidelines to perform the functions of the job.

COMPETENCIES

Competencies

Please refer to the [UHCL Human Resources webpage](#) for UHCL core competencies for all eligible job levels.

QUALIFICATIONS

Education

Education Level	Education Details	Required/Preferred	
Bachelor's Degree	Upper level coursework leading to a Bachelor's degree in Media Studies, Communication, Fine Arts or related field	Required	
Bachelor's Degree	in Media Studies, Communication, Fine Arts, or related field	Preferred	

Work Experience

Experience	Experience Details	Required/Preferred	
Less than 3 yrs	successful design experience in creation and manipulation of digital graphic art. One year experience using Adobe InDesign, Adobe Photoshop and Adobe Illustrator or comparable layout, bitmap and vector software	Required	
Less than 3 yrs	Web-based graphic design experience	Required	
Less than 3 yrs	successful design experience in a computer-based graphic art environment involving WWW graphics. Additional experience with Adobe Photoshop and Adobe Illustrator or comparable bitmap and vector software	Preferred	

Work Experience

Experience	Experience Details	Required/Preferred	
Less than 3 yrs	Experience in print-based and Web design, photography, 2D and/or 3D animation	Preferred	

Licenses and Certifications

Licenses/Certifications	Licenses/Certification Details	Time Frame	Required/Preferred	
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Knowledge, Skills and Abilities

KSAs	Proficiency
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JOB RESPONSIBILITIES

Campus Security Authority ☐

Remote Work Capable ☐

Essential Functions

Essential Function	% TIME
<ul style="list-style-type: none"> Advise and assist UHCL (and possibly other UH System) colleagues, faculty, and staff on use of graphics and technology for the classroom, the Web 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. 	50%
<ul style="list-style-type: none"> Generate products that adhere to instructions and pre-established guidelines provided. Create 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. Interface with UHCL offices, media representatives, vendors, service bureaus, and print shops. 	30%
<ul style="list-style-type: none"> Remain current about issues and solutions for computer-based graphic arts as it relates to print and the Web. Understand and comply with current intellectual property and copyright policies and regulations relating to graphics and projects. 	10%
<ul style="list-style-type: none"> Assist Multimedia Specialist on video and photo shoots for university marketing projects. 	5%
<ul style="list-style-type: none"> Perform other duties as assigned 	5%

PRE-EMPLOYMENT

Criminal History:	Yes
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PHYSICAL DEMANDS/WORKING CONDITIONS

Physical Demands

Physical Demand	N/A	Rarely	Occasionally	Frequently	Constantly	Weight
Standing						
Walking						

Physical Demands

Physical Demand	N/A	Rarely	Occasionally	Frequently	Constantly	Weight
Sitting						
Lifting						
Carrying						
Pushing						
Pulling						
Climbing						
Balancing						
Stooping						
Kneeling						
Crouching						
Crawling						
Reaching						
Handling						
Grasping						
Feeling						
Talking						
Hearing						
Repetitive Motions						
Eye/Hand/Foot Coordination						

Working Environment

Working Condition	N/A	Rarely	Occasionally	Frequently	Constantly
Extreme cold					
Extreme heat					
Humid					
Wet					
Noise					
Hazards					
Temperature Change					
Atmospheric Conditions					
Vibration					

Travel Requirements

Estimated Amount	Brief Description