



Trinity Valley Community College
Job Description
Graphic Artist and Print Design Specialist

COMMITMENT TO MISSION

This job carries with it the obligation to uphold the Mission of Trinity Valley Community College (TVCC) in carrying out the duties of the position. A commitment to positive interpersonal behaviors, professional communication, diversity, integrity, leadership, stewardship, respect and accountability to TVCC students and employees is essential.

PRIMARY PURPOSE:

Provide clerical and operational support for the Graphic and Print Design Office.

REPORTS TO:

Graphic Design and Print Design Coordinator

SUPERVISES:

None

EDUCATION AND EXPERIENCE QUALIFICATIONS:

EDUCATION REQUIRED:

Associates degree

PREFERRED:

Bachelor's degree

EXPERIENCE REQUIRED:

One (1) year experience in a graphic design or print environment Experience with digital photography, and editing digital photographs, digital layout and design (Adobe InDesign, Adobe Illustrator, and Adobe Photoshop)

PREFERRED:

Four (4) years' experience in a graphic design or print environment preferred. Experience with digital photography, and editing digital photographs, digital layout and design (Adobe InDesign, Adobe Illustrator, and Adobe Photoshop)

OTHER LICENSES OR CERTIFICATIONS:

None

KNOWLEDGE AND SKILLS REQUIRED:

- Typing/Data Entry
- Computer software proficiency – Microsoft Office
- Operating equipment – office or otherwise
- Written and oral communication
- Interpersonal and/or customer service skills
- Bookkeeping
- Basic Math
- Attention to detail
- Time management
- Organization
- Advertising/Marketing practices
- Website design

The foregoing statements describe the general purpose and responsibilities assigned to this job and are not an exhaustive list of all responsibilities, duties, and skills that may be required. Job Descriptions may be subject to change.

RESPONSIBILITIES:

- Interact with internal and external print office customers.
- Ability to work independently.
- Operate various office machines to accomplish tasks including copiers, printers, binders, and computers.
- Maintain inventory of supplies, including ink, paper and binding supplies necessary for print office operations.

All TVCC positions are security sensitive and require a criminal background check.



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- Prepare invoices for billing of work produced by the print office.
- Process invoices for materials and inventory.
- Make deliveries of print material throughout campus as needed.
- Provides concepts, graphic design, and artwork on a variety of projects across multimedia, from print pieces, like flyers, annual reports, and brochures, to social media, digital advertisement, and email marketing.
- Other duties as assigned by supervisory personnel.

WORKING CONDITIONS:

TOOLS/EQUIPMENT USED:

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| <ul style="list-style-type: none"> • Standard office equipment • Personal computer and peripherals • Calculator | <ul style="list-style-type: none"> • Multi-line phone system • Copier • Fax machine |
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PHYSICAL DEMANDS:

- Requires: Balancing, Stooping, Kneeling, Crouching, Reaching, Standing, Walking, Pushing, Pulling, Lifting, Fingering, Grasping, Feeling, Talking, Hearing, Seeing, Repetitive Motions, Computer Work, Light work, Medium work,
- Subject to: Climbing, Crawling
- Occasionally need to: Sedentary Work,

MENTAL DEMANDS:

- Hazardous Physical Conditions: Less than 25% of the time
- Atmospheric Conditions: Less than 25% of the time
- Work Space Restricts Movement: Less than 25% of the time

OTHER DEMANDS:

None

The above job description has been reviewed with the employee and it was explained that all questions concerning duties, responsibilities, working conditions, hours, etc., should be directed to the immediate supervisor.

 Employee's Signature

 Date

 Supervisor's Signature

 Date

Approved: 7/18/01

Revised: 10/13/2021

Classification:	Staff	Coordinating/Non-Coordinating:	NC
FLSA Status:	Non-Exempt	TVCC Job Code:	1667
DBM:	A	Travel Required:	None
IPEDS/SOC CODE:	27-1024	Employment Status:	Full-Time
Salary Grade:	155	Length:	12 Months
FUND:	001	TRS POS. CODE	TRS 01

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