

**Sr. Graphic Designer/Publications Editor (IVC - Substitute)
South Orange County Community College District**

Direct Link: <https://www.AcademicKeys.com/r?job=230335>

Downloaded On: Jul. 26, 2024 8:18pm

Posted Feb. 7, 2024, set to expire Jan. 28, 2025

Job Title	Sr. Graphic Designer/Publications Editor (IVC - Substitute)
Department	
Institution	South Orange County Community College District South Orange County Community College District, California
Date Posted	Feb. 7, 2024
Application Deadline	Open until filled
Position Start Date	Available immediately
Job Categories	Professional Staff
Academic Field(s)	Graphic Design/Marketing
Job Website	https://wd5.myworkdaysite.com/en-US/recruiting/socccd/SOCCCD/job/Irvine-Valley-College/Sr-Graphic-Designer-Publications-Editor--IVC---Substitute-_REQ11999-1

Apply By Email

Job Description

Title:Sr. Graphic Designer/Publications Editor (IVC - Substitute)

Job Category:NBU

Job Opening Date:February 07, 2024

Job Closing Date:June 30, 2024

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Locations:Irvine Valley College

Department:

Pay Grade, for more information click on this link:

<https://www.socccd.edu/departments/human-resources/contracts-and-salary-schedules>

Pay Type:Hourly

Hours Per Week:0

Job Description:

Class specifications are intended to present a descriptive list of the range of duties performed by employees in the class. Specifications are not intended to reflect all duties performed within the job.

SUMMARY DESCRIPTION

Under direction from supervisory and/or management staff leads, plans, coordinates and participates in a variety of graphic design activities including photography, printing, typesetting, concept development, publication design, layout and editing; produces a variety of publications, graphic designs, and instructional graphics; assists other staff in the design of publications and materials; writes, edits, lays out, and coordinates the publishing of a variety of publications; operates and maintains a variety of equipment used in the production of graphic materials; and performs a variety of technical duties relative to assigned area.

DISTINGUISHING CHARACTERISTICS

This is an advanced journey level class in the Graphic Designer series. Positions at this level are distinguished from Graphic Designer positions by the level of responsibility assumed and the complexity of duties assigned including coordinating and producing the most complex graphic design materials and serving as a lead worker on assigned projects. This classification differs from the Senior

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Graphic Designer classification in that incumbents in this class have the primary responsibility for writing, editing, laying out, and coordinating the publishing of a variety of publications including the college catalog, class schedule, and information card. Employees at this level are required to be fully trained in all procedures related to assigned area of responsibility.

REPRESENTATIVE DUTIES

The following duties are typical for this classification. Incumbents may not perform all of the listed duties and/or may be required to perform additional or different duties from those set forth below to address business needs and changing business practices.

- Lead and coordinate the production of graphic designs and artwork for a variety of College and or District brochures, posters, signs and other graphic needs; schedule, prioritize, and assign projects to staff; ensure that work is completed in a timely and appropriate manner; perform the most complex graphic design work.
- Meet and receive work orders from College and/or District departments; establish production schedules and priorities to meet deadlines; set up and plan work activities; monitor and track projects to ensure proper and timely completion.
- Coordinate reproduction requests with departmental representatives and resolve design problems; advise departmental representatives of effective reproduction and layout techniques; prepare designs and graphics based upon verbal requests.
- Oversee and participate in designing, composing, and producing a variety of publication, graphic design, and instructional graphic materials including brochures, posters, fliers, newsletters, logos, signs, program announcements and related materials; create and cut mats; mount and laminate artwork; assist administrative, classified, and certificated staff in designing, composing and producing graphic materials as necessary.
- Utilize and maintain a computer and a wide variety of graphic software, graphic techniques, desktop publishing techniques, production equipment and supplies to assist in preparing and/or designing layouts and producing graphic materials; ensure proper storage and backup of computer files; recommend new systems and software to improve production quality.
- Consult with other personnel to determine graphic design needs; assist in developing new procedures and implementing new systems to meet those needs.
- Determine work to be completed by outside vendors; prepare job specifications and assist in selecting appropriate vendor; negotiate contracts with outside vendors for printing, binding and other necessary services; work with vendors to ensure proper reproduction quality.
- Assist in press checks and final runs for all publications.

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- Estimate printing and graphic costs; assist personnel in determining cost effectiveness of graphic services; consult with Purchasing Department for estimate procedure when jobs are beyond minimum requisitions.
- Write, edit, layout and coordinate the publishing of a variety of District publications including the College catalog, class schedule, information card and various other materials; in consultation with faculty and staff, recommend revisions to publications.
- Develop production calendars for the class schedule, college catalog, and other publications; coordinate and direct production meetings with graphic design staff; set priorities and oversee workflow to ensure that work is on track to meet publishing goals and deadlines.
- Operate a variety of graphic and printing equipment and machines including cameras, copiers, scanners, computers, and printers.
- Train and provide technical work direction for graphic personnel and student assistants; schedule and review activities to ensure that work is completed in a timely and appropriate manner; monitor and verify timecards for processing; provide or coordinate staff training; work with employees to correct deficiencies.
- Perform a variety of administrative duties including maintaining files and records; calculate the cost to be billed to each client after completion of publications using the department's established price list; complete invoices for submission to clients.
- Serve as liaison with clients, students, staff, vendors other departments, and the general public; respond to inquiries in person and over the phone; provide information within the area of assignment; resolve complaints in an efficient and timely manner.
- Serve as staff on a variety of and committees; draft various correspondence for discussion by committees prior to their approval by the college for publication.
- Order and maintain inventories of supplies, materials, and equipment; schedule and pick-up deliveries; requisition service and repairs from designated vendor; perform routine repairs and maintenance on equipment; arrange new product demonstrations.

Perform related duties as required.

QUALIFICATIONS

The following generally describes the knowledge and ability required to enter the job and/or be learned within a short period of time in order to successfully perform the assigned duties.

Knowledge of:

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- Operations, services, and activities of visual communication, graphic design, and print production.
- Principles of lead supervision and training.
- Advanced principles and practices of graphic composition, design, illustration, and production.
- Operational characteristics of desktop publishing and graphics materials and tools used in the area of assignment.
- Advanced methods and techniques of page layout, drawing, sign layout, and photo manipulation software.
- Operation and use of design and graphic equipment including cameras, computers, printers, plotters, and scanners.
- Operation and use of design and graphic equipment including presses, typesetters, computers, cutting and binding equipment, enlargers, copy machines, cameras, and illustration equipment.
- Costs and processes involved in producing a variety of brochures, posters, signs and forms.
- Principles and procedures of recordkeeping.
- English usage, spelling, grammar and punctuation.

Ability to:

- Lead, organize, and review the work of staff.
- Independently perform the most difficult graphic design functions.
- Interpret, explain, and enforce department policies and procedures.
- Train staff in the safe and effective use of design and graphic equipment.
- Plan and organize printing and graphic projects to ensure that quality products are completed in a timely and cost effective manner.
- Provide assistance to District staff in developing and designing printing and graphic needs.
- Operate a variety of printing, design, illustration and computer equipment.
- Coordinate and plan a variety of printing and graphic activities to ensure the highest quality development of District publications, brochures, forms and similar media items.
- Compose, design, and develop a variety of instructional graphics including posters, flyers, and signs.
- Review content for coherence, style, logic, accuracy, completeness and corrections.
- Revise copy to meet standards of style and good practice.
- Evaluate publications overall for their unity of purpose and consistency of message.
- Make logical and defensible decisions.
- Perform desktop publishing functions utilizing applicable computer software and graphics materials.
- Manipulate images, design, and layout printed materials.
- Work independently in the absence of supervision.
- Communicate clearly and concisely, both orally and in writing.

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- Establish and maintain effective working relationships with those contacted in the course of work.

EDUCATION AND EXPERIENCE GUIDELINES

Any combination of education and experience that would likely provide the required knowledge and abilities is qualifying. A typical way to obtain the knowledge and abilities would be:

Education/Training:

Equivalent to a Bachelor's degree from an accredited college or university with major course work in graphic design, visual communications, or a related field.

Experience:

Three years of responsible graphic design experience and publications editorial work.

PHYSICAL DEMANDS AND WORKING ENVIRONMENT

The conditions herein are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential job functions.

Environment: Work is performed primarily in a standard office setting. Duties are typically performed at a desk or computer terminal; subject to noise from office equipment operation; work with graphic design equipment and machinery; frequent interruptions and contact in person and on the telephone with students, academic and classified staff, and others. At least minimal environmental controls are in place to assure health and comfort.

Physical: Primary functions require sufficient physical ability and mobility to work in an office setting; to stand or sit for prolonged periods of time; to occasionally stoop, bend, kneel, crouch, reach, and twist; to lift, carry, push, and/or pull light to moderate amounts of weight; to operate office equipment requiring repetitive hand movement and fine coordination including use of a computer keyboard; and to verbally communicate to exchange information.

Vision: See in the normal visual range with or without correction.



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Hearing: Hear in the normal audio range with or without correction.

Additional Information:

\$40.84/hr

Up to 25 hours per week

Schedule TBD

On-site only

This position is a short-term, temporary, hourly, Non-Bargaining Unit (NBU) assignment, not to exceed 160 days per fiscal year (July 1-June 30). The assignment is on an as needed basis, and may be shortened or extended at any time, due to departmental needs, with little to no notice. This recruitment will remain open until filled or withdrawn. Once you have submitted an application electronically, the current status of your application will be available to view at any time upon signing in under your personal username and password. Please do not call the Human Resources Office regarding the status of your application.

Employment with the South Orange County Community College District is contingent upon successful completion of the Human Resources pre-employment (“onboarding”) process. The Human Resources onboarding process may include, but is not limited to, successful completion of Live Scan fingerprinting (approx.. \$70), I-9 completion, background checks, reference checks, TB testing, as well as completion of the online onboarding process. Failure to successfully complete any portion of the onboarding process will invalidate any conditional job offer received. Falsification of, or omission on, any SOCCCD pre-employment information may result in withdrawal of any conditional job offer or termination of employment. **Short term, non-bargaining unit (NBU) positions may only be used on an intermittent/seasonal basis.** Ed. Code sect. 88003 states "Short-term employee means any person who is employed to perform a service for the district, upon the completion of which, the service required or similar services will not be extended or needed on a continuing basis."



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The Immigration Reform and Control Act of 1986, Public Law 99-603, requires that employers obtain documentation from every new employee which authorizes that individual to accept employment in this country. Documentation according to USCIS I-9 guidelines (i.e. ID card and Social Security card) must be presented at the time of hire. Per IRS regulations, a Social Security card must be presented at the time of hire.

Inclusion, Diversity, and Equity:

The South Orange County Community College District is committed to creating an academic and work environment that fosters diversity, equity and inclusion and equal opportunity for all, and ensures that students, faculty, management and staff of all backgrounds feel welcome, included, supported, and safe. Our culture of belonging, openness, and inclusion, makes our district a unique and special place for individuals of all backgrounds.

Our District and our colleges are looking for equity and inclusion-minded applicants who represent the full diversity of California and who demonstrate a sensitivity to the understanding of diverse academic, socioeconomic, cultural, disability, gender identity, sexual orientation, and ethnic backgrounds present within our community. When you join our District, you can expect to be part of an exciting, thriving, equity-focused, and inclusive community that approaches higher education with the lens of social justice and collaboration among students, faculty, staff, administration, and community partners. In deciding whether to apply for a position with our District, you are strongly encouraged to consider whether your values align with our District's mission and goals for EEO, Diversity, Equity, and Inclusion.

Disability Accommodations: If you require special accommodations in the application and/or selection process, please notify District Human Resources (DHR) at least two (2) business days prior to the Job Close Date/Initial Screening Date, by either calling (949) 582-4850 or sending an e-mail to hrinfodesk@socccd.edu.

NBU at-will employment: After successful completion of the onboarding requirements, an individual may be employed by the South Orange County Community College District as a short-term, temporary NBU employee. Employment will be on an "if and as needed" basis, as determined by the District. NBU employment is at-will, and either party may terminate this working relationship at any time. Neither party shall be required to provide any reason for the separation. NBU employees shall not have reemployment rights or recourse to petition to be reinstated.

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Worksite:NBU employees are limited to working in a single position in one department/site

Work schedules: Department/Division managers, administrators, and/or supervisors shall determine the work schedule of NBU employees to include the number of days and hours worked per week and the start and stop times.

160-day restriction: NBU employees will not work more than 160 days (in any combination of NBU positions) no matter how many hours per day they work.

Payroll reporting period: The payroll reporting period is from the 15th of the first month to the 14th of the next month. NBU employees are paid on the 10th of the following month. Ex: Pay Period 01/15/23 through 02/14/23 will be paid on March 10th.

California Sick leave: NBU employees are eligible for California Sick leave per AB1522. Information regarding AB1522 is provided to all NBU new hires during the onboarding process.

Retirement information: NBU employees may not work more than 960 hours from July 1st-June 30th. NBU employees who work more than 1000 hours per fiscal year are required to contribute to the California Public Employees' Retirement System (CalPERS), through payroll deduction of about 7-9%. The District does not intend to employ NBU employees for more than 1,000 hours during any fiscal year.

Sexual Harassment/Discrimination: The District is committed to providing an environment that respects the dignity of individuals and groups; is free of sexual harassment, exploitation, intimidation, violence, and other unlawful discrimination, preferential treatment, and harassment, including that which is based on any legally protected characteristic.

Equal Employment Opportunity: It is the intent of the Board to establish and maintain within the District and all of its programs and activities a policy of equal opportunity in employment for all persons, and to prohibit discrimination, preferential treatment, or harassment based on sex, age, gender identity, gender expression, race, color, ethnic group identification, national origin, ancestry, religion, mental or physical disability, medical condition, genetic information, pregnancy, marital status or sexual orientation or because an individual is perceived as having one or more of the above characteristics.



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Confidentiality: Confidentiality of student and staff information is protected under federal law. Any information regarding students or staff that might be accessed in the course of a work assignment through a computer, student file, or other documentation, is to be used strictly to perform my job duties and may only be shared with those who are authorized to have such information.

Mandated reporter: Child Abuse and Neglect Reporting: The South Orange County Community College District recognizes the responsibility of its staff to report to the appropriate agency when there is a reasonable suspicion that an abuse or neglect of a child may have occurred.

Elder and Dependent Adult Abuse Reporting: It is the policy of the South Orange County Community College District to treat reports of violence against elderly persons or dependent adults as high priority criminal activity that is to be fully investigated regardless of the relationship between the victim and the suspect(s).

Campus Crime and Safety Awareness: Information regarding campus crime and safety awareness can be found at www.saddleback.edu or www.ivic.edu. Paper copies are available in Human Resources upon request.

Drug-Free Environment: The District shall be free from all unlawful possession, use, or distribution of illicit drugs and alcohol by students and employees. The unlawful manufacture, distribution, dispensing, possession, or use of a controlled substance is prohibited in all facilities under the control and use of the District. Any student or employee who violates this policy will be subject to disciplinary action, consistent with local, state, or federal law, which may include the referral to an appropriate rehabilitation program, suspension, demotion, expulsion, or dismissal.

Smoke Free District: It is the intent of the South Orange County Community College District to maintain an educational and workplace environment that is conducive to the health and safety of our students and employees. Realizing the health hazards posed by smoking and by second-hand smoke, it is policy of the South Orange County Community College District to maintain a smoke free environment for all district sites.

SPECIAL COVID-19 NOTICE:

Interviews may be held in-person (following all necessary precautions) or in a virtual format. Employees must reside in California while employed with the South Orange County Community College District (SOCCCD), even during remote work. Thank you for your continued interest in working



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at the SOCCCD.

The SOCCCD is committed to protecting the health and wellbeing of students, faculty, staff, administrators, and the communities it serves. More information can be found on our District website by visiting <https://www.socccd.edu/communications/covid-19-information>.

NOTICE TO ALL CANDIDATES FOR EMPLOYMENT:

The Immigration Reform and Control Act of 1986, Public Law 99-603, requires that employers obtain documentation from every new employee which authorizes that individual to accept employment in this country. SOCCCD will not sponsor any visa applications.

DISABILITY ACCOMMODATIONS:

If you require special accommodations in the application and/or selection process, please notify District Human Resources (DHR) at least two (2) business days prior to the Job Close Date/Initial Screening Date, by either calling (949) 582-4850 or sending an e-mail to hrinfodesk@socccd.edu.

CAMPUS CRIME AND SAFETY AWARENESS:

Information regarding campus crime and safety awareness can be found at www.saddleback.edu or www.ivc.edu. Paper copies are available in the District Human Resources (DHR) office upon request.

PLEASE NOTE:

A California Public Employees Retirement System (CalPERS) retiree may not accept employment until after the first 180 days of retirement. Anyone retired from CalPERS accepting permanent employment with this District will be required to reinstate as an active CalPERS member. Please contact CalPERS for additional information regarding your retirement status.

Any active vested member of California State Teachers Retirement System (CalSTRS), who accepts employment with the District to perform service that requires membership in CalPERS, is eligible to



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elect to continue retirement system coverage under CalSTRS.

EEO/AA Policy

DIVERSITY, EQUITY, INCLUSION, AND EQUAL EMPLOYMENT OPPORTUNITY:

The South Orange County Community College District is committed to creating an academic and work environment that fosters diversity, equity and inclusion and equal opportunity for all, and ensures that students, faculty, management and staff of all backgrounds feel welcome, included, supported, and safe. Our culture of belonging, openness, and inclusion, makes our district a unique and special place for individuals of all backgrounds.

Our District and our colleges are looking for equity and inclusion-minded applicants who represent the full diversity of California and who demonstrate a sensitivity to the understanding of diverse academic, socioeconomic, cultural, disability, gender identity, sexual orientation, and ethnic backgrounds present within our community. When you join our District, you can expect to be part of an exciting, thriving, equity-focused, and inclusive community that approaches higher education with the lens of social justice and collaboration among students, faculty, staff, administration, and community partners. In deciding whether to apply for a position with our District, you are strongly encouraged to consider whether your values align with our District's mission and goals for EEO, Diversity, Equity, and Inclusion.

SOC CCD IS AN EQUAL OPPORTUNITY EMPLOYER

Contact Information

Please reference Academickeys in your cover letter when applying for or inquiring about this job announcement.

Contact



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