

Specialist, Graphic Design
Austin Community College

Direct Link: <https://www.AcademicKeys.com/r?job=239090>

Downloaded On: Jul. 16, 2024 10:00am

Posted Jul. 8, 2024, set to expire Nov. 29, 2024

Job Title	Specialist, Graphic Design
Department	Graphic Design
Institution	Austin Community College Austin, Texas
Date Posted	Jul. 8, 2024
Application Deadline	Open until filled
Position Start Date	Available immediately
Job Categories	Professional Staff Classified Staff
Academic Field(s)	Graphic Design/Marketing
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Job Description	

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Specialist, Graphic Design

Austin Community College

Job Posting Closing Times: Job postings are removed from advertising at **12:00 A.M.** on the closing date e.g., at midnight on the day before the closing date.

[If you are a current Austin Community College employee, please click this link to apply through your Workday account](#)

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Austin Community College is a public two-year institution that serves a multicultural population of approximately 41,000 credit students each Fall and Spring semester. We embrace our identity as a community college, as reflected in our mission statement. We promote student success and community development by providing affordable access, through traditional and distance learning modes, to higher education and workforce training, including appropriate applied baccalaureate degrees, in our service area.

As a community college committed to our mission, we seek to recruit and retain a workforce that:

- Values intellectual curiosity and innovative teaching
- Is attracted by the college's mission to promote equitable access to educational opportunities
- Cares about student success and collaborates on strategies to facilitate success for populations including; first generation college students, low-income students, and students from underserved communities.
- Focused on student academic achievement and postgraduate outcomes
- Welcomes difference and models respectful interaction with others
- Engages with the community both within and outside of ACC

Job Posting Title:

Specialist, Graphic Design

Job Description Summary:

Responsible for the conceptualization, planning, design, and production of instructional materials that are consistent with the college's graphic identity standards.

Job Description:

Description of Duties and Tasks

- 1) 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, email marketing, and broadcast television.
- 2) Designs and produces creative assets including, but not limited to, graphs, charts, icons, logos, and animated graphics.
- 3) Presents visual designs to team and management while clearly articulating design rationale.

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- 4) Incorporates team and management edits in a respectful manner.
- 5) Ensures work produced is in accordance with the college's and department's brand, graphic arts, pre-press industry, web accessibility standards, and, if applicable, U.S. Postal Service standards.
- 6) Works with vendors to obtain cost estimates for projects within quality specifications, financial constraints, and time schedule for projects.
- 7) Demonstrates strong customer service practices.
- 8) Maintains digital assets and adheres to file naming convention.
- 9) Checks proofs during production stages and reviews quality of final products before release to clients.
- 10) Collaborates with stakeholders to ensure the needs of the department, the message the design should portray, and its appeal to end users is effective.
- 11) Researches design and technological trends to help ensure the department's design reflects current trends and is effective in reaching target audiences.
- 12) Performs administrative duties related to graphic design work for department. Provides support for departmental activities and events.

Knowledge

- * Advanced knowledge of graphic design, typography, and color principles.
- * Advanced knowledge of Adobe Creative Suite, especially InDesign, Photoshop, and Illustrator.
- * Knowledge of pre-press and printing processes.
- * Working knowledge of digital photography for publication/advertising purposes.
- * Basic understanding of HTML or CSS.
- * Knowledge of Adobe After Effects (preferred).
- * Office procedures and practices.

Skills

- * Maintaining an established work schedule.
- * Maintaining confidentiality of work-related information and materials.
- * Creativity, communication, and problem solving skills.
- * Ability to manage multiple projects and independently prioritize tasks to meet tight deadlines in a fast-paced environment.
- * Demonstrated attention to detail, follow-through, and adherence to brand standards.
- * Ability to work both independently and collaboratively.
- * Strong interpersonal and communications skills including tact and diplomacy.
- * Preparing and processing purchase orders and/or other purchasing liaison skills such as procurement

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card (P-Card) reconciliation, preparing requisitions, etc.

Technology Skills

- * Demonstrated proficiency using standard office software and graphic design and publishing applications including Adobe Creative Suite, Microsoft Office, Internet, FTP, and scanning software.
- * Use a variety of spreadsheet, word processing, database, and presentation software.
- * May also use social media, work with desktop publishing, and update webpages.

Required Work Experience

- * One year related work experience.

Preferred Work Experience

- * Two or more years related work experience.

Required Education

- * Associate degree.

Four years of related work experience may substitute for this education requirement. Applicants who substitute work experience to meet the education requirement must use additional related work experience to meet the years of "Required Work Experience" for this position. Please note that the college reserves the right to amend these terms of substitution at any time.

Preferred Education

- * Bachelor's degree in a graphic design-related field.

Other Preferred Qualifications

- * Solid understanding of mobile and web user experience and user interaction design (UI UX).
- * Demonstrated knowledge of motion graphics and video editing.
- * Familiarity with serving diverse populations. Familiarity with issues related to equity and inclusion.

Physical Requirements

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- * Work is performed in a standard office environment.
- * Subject to standing, walking, sitting, bending, reaching, kneeling, pushing, and pulling.
- * Occasional lifting of objects up to 10 pounds.

Safety

* Work safely and follow safety rules. Report unsafe working conditions and behavior. Take reasonable and prudent actions to prevent others from engaging in unsafe practices.

Salary Range

\$50,681 - \$63,351

Number of Openings:

1

Job Posting Close Date:

July 17, 2024

Clery Act

As required by the US Department of Education, employees are required to report violations under Title IX and, under the Jeanne Clery Disclosure of Campus Security Policy and Crime Statistics Act (Clery Act), select individuals are required to report crimes. If this position is identified as a Campus Security Authority (Clery Act), you will be notified, trained, and provided resources for reporting.

Disclaimer

The above description is an overview of the job. It is not intended to be an all-inclusive list of duties and responsibilities of the job, nor is it an all-inclusive list of the skills and abilities required to do the job. Duties and responsibilities may change with business needs. ACC reserves the right to add, change, amend, or delete portions of this job description at any time, with or without notice. Employees may be required to perform other duties as requested, directed, or assigned. In addition, reasonable accommodations may be made by ACC at its discretion to enable individuals with disabilities to perform essential functions of the job.



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To apply, please visit: https://austincc.wd1.myworkdayjobs.com/en-US/External/job/Highland-Campus/Specialist--Graphic-Design_R-6252

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Contact Information

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

Contact

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