

Specialist, Administrative Graphics and Web - Nonprofit  
Austin  
Austin Community College

Direct Link: <https://www.AcademicKeys.com/r?job=241803>

Downloaded On: Jul. 24, 2024 7:30am

Posted Jul. 21, 2024, set to expire Nov. 29, 2024

<b>Job Title</b>	Specialist, Administrative Graphics and Web - Nonprofit Austin
<b>Department</b>	Administrative
<b>Institution</b>	Austin Community College Austin, Texas
<b>Date Posted</b>	Jul. 21, 2024
<b>Application Deadline</b>	Open until filled
<b>Position Start Date</b>	Available immediately
<b>Job Categories</b>	Classified Staff
<b>Academic Field(s)</b>	Graphic Design/Marketing
<b>Apply Online Here</b>	<a href="https://apptrkr.com/5450507">https://apptrkr.com/5450507</a>
<b>Apply By Email</b>	
<b>Job Description</b>	

Image not found or type unknown



**Specialist, Administrative Graphics and Web - Nonprofit Austin**

**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.](#)

Specialist, Administrative Graphics and Web - Nonprofit  
Austin  
Austin Community College

Direct Link: <https://www.AcademicKeys.com/r?job=241803>

Downloaded On: Jul. 24, 2024 7:30am

Posted Jul. 21, 2024, set to expire Nov. 29, 2024

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, Administrative Graphics and Web - Nonprofit Austin

**Job Description Summary:**

Responsible for clerical and administrative support, and the conceptualization, planning, design, and production of departmental marketing materials and webpages that are consistent with the college's graphic identity standards.

**Job Description:**

**Description of Duties and Tasks**

- 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 website updates. Plans, develops, maintains, and improves department's web presence. Designs and produces creative assets including, but not limited to, graphs, charts, icons, logos, animated graphics, videos and websites. Presents visual designs to team and management while clearly articulating design rationale.
- Incorporates team and management edits in a respectful manner.

Specialist, Administrative Graphics and Web - Nonprofit  
Austin  
Austin Community College

Direct Link: <https://www.AcademicKeys.com/r?job=241803>

Downloaded On: Jul. 24, 2024 7:30am

Posted Jul. 21, 2024, set to expire Nov. 29, 2024

- Ensures work produced is in accordance with the college's and department's brand, graphic arts, pre-press industry, and, if applicable, U.S. Postal Service standards.
- Works with vendors to obtain cost estimates for projects within quality specifications, financial constraints, and time schedule for projects.
- Maintains digital assets and adheres to file naming convention. Checks proofs during production stages and reviews quality of final products before release to clients.
- Collaborates with the stakeholders to ensure the needs of the department, the message the design should portray, and its appeal to end users is effective.
- Researches design and technological trends to help ensure the department's design and website reflects current trends and is effective in reaching target audiences.
- Performs administrative duties for a department in support of faculty, staff, and/or student efforts, including examining and answering correspondence, processing and prioritizing office communications, processing mail, answering the telephone and email, arranging conference calls, and maintaining or coordinating the supervisor's schedule.
- Gathers, compiles, and enters data, producing routine and specialized reports and documents; maintains files, records, logs, and other tracking systems.
- May input budget figures, prepare requisitions, maintain budget sheets, log and track expenditures or take payments, or assist in departmental procurement processes.
- Responds to and/or directs inquiries in person or on the telephone; accesses and works with other staff to assist in resolving issues from students, employees, and the public.
- Coordinate NPA social media and newsletter but not limited to posting.

### **Knowledge**

- Advanced knowledge of graphic design, typography, and color principles.
- Advanced knowledge of Adobe Creative Suite, especially InDesign, Photoshop, Wordpress, Monday.com, Eventbrite, Survey Monkey, BeeFree.io and Illustrator.
- Knowledge of pre-press and printing processes.
- Working knowledge of digital photography for publication/advertising purposes.
- Web development and administration and emerging trends in web design, functionality, and usability.
- Knowledge of Adobe After Effects.
- Office procedures and practices.
- Basic bookkeeping procedures.

Specialist, Administrative Graphics and Web - Nonprofit  
Austin  
Austin Community College

Direct Link: <https://www.AcademicKeys.com/r?job=241803>

Downloaded On: Jul. 24, 2024 7:30am

Posted Jul. 21, 2024, set to expire Nov. 29, 2024

### **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 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, Wordpress, Monday.com and scanning software.
- Use a variety of spreadsheet, word processing, database, and presentation software.
- Use web scripting languages and digital imaging software.

### **Required Work Experience**

- Two years related work experience.

### **Required Education**

- Associate degree.

### **Preferred Education**

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

Specialist, Administrative Graphics and Web - Nonprofit  
Austin  
Austin Community College

Direct Link: <https://www.AcademicKeys.com/r?job=241803>

Downloaded On: Jul. 24, 2024 7:30am

Posted Jul. 21, 2024, set to expire Nov. 29, 2024

**Other Preferred Qualifications**

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

**Physical Requirements**

- 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:**

August 1, 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**



Specialist, Administrative Graphics and Web - Nonprofit  
Austin  
Austin Community College

Direct Link: <https://www.AcademicKeys.com/r?job=241803>

Downloaded On: Jul. 24, 2024 7:30am

Posted Jul. 21, 2024, set to expire Nov. 29, 2024

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.

**To apply, please visit: [https://austincc.wd1.myworkdayjobs.com/en-US/External/job/Highland-Business-Center/Specialist--Administrative-Graphics-and-Web---Nonprofit-Austin\\_R-5851](https://austincc.wd1.myworkdayjobs.com/en-US/External/job/Highland-Business-Center/Specialist--Administrative-Graphics-and-Web---Nonprofit-Austin_R-5851)**

jeid-ec135f2a29d5f04f995e8a3320f36c20

### Contact Information

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

#### Contact

Administrative  
Austin Community College

,