

## Job Description

Title: Graphic Designer	Salary Band: C41
CBA Position: KCSS	Band Range: \$46,375-\$69,563
Department: MPR	FY14 Budget:
Reporting Manager: Director MPR	Account Number:
Direct Reports: None	ICCB Class:
FLSA: Non-Exempt	KC Status (Class): Support Staff
Expected Hours of Work: 40	POSD:

### Job Summary:

The Graphic Designer reports to the Director of Marketing and Public Relations and is responsible for the creation, layout, and complete design of all promotional and marketing items.

**Supervisory Responsibilities:** None, but may provide direction to student workers

### Minimum Qualifications/Basic Job Requirements:

- High School Diploma or equivalent
- 1 year of training in graphic design
- 1 year of graphic design experience

### Illustrative Examples of Essential Functions:

- Design layouts for varied promotional and marketing materials based on consultation with requesting departments; determine design features.
- Select or take photographs for publications; manipulate as necessary.
- Consults with media sources regarding advertising, newsletters, and printing needs.
- Performs other duties of a similar nature as directed.

### (Core Competencies) Knowledge, Skills, and Abilities:

- Possess strong organizational skills
- Maintain a strong understanding of graphic design software, (Adobe Product Base preferred)
- Demonstrate clear and effective written and verbal communication skills
- Provide strong and clear communication, customer service, and inter-personal skills
- Ability to work independently
- Able to cooperatively work with diverse groups of students and staff
- Understanding of basic administrative processes and procedures
- Understanding of Microsoft Office Productivity Suite
- Understanding of basic computer operations and office equipment
- Demonstrates efficient keyboard and data entry accuracy and speed

### Workload Summary:

*(Special physical requirements necessary for performance of the job)*

- Work is normally performed in a general office setting however there may be occasions where this position would be required to travel.

- Work is conducted in a busy office environment with frequent interruptions
- This position requires light physical activity and movement

**Disclaimer:**

Kishwaukee College is an Equal Employment Opportunity Employer and any reasonable and timely accommodations in compliance with the Americans with Disabilities Act will be made upon documented request by the employee.

01/2014