

GRAPHIC DESIGN ASSISTANT

Function of Job:

Under general supervision of designated supervisor, assist with graphic designs and marketing concepts for campus projects, including researching effectiveness of designs and layouts, contacting vendors, and preparing materials for print or website; effect and oversee office support work and workflow as required.

Characteristic Duties and Responsibilities:

1. Assist with designs and graphics, such as combinations of photographs, charts, data and text, for marketing materials and web content.
2. Visualize and execute conceptual ideas within budgetary constraints and guidelines.
3. Interpret and transform concepts and ideas, sometimes developed by others, into descriptive visual materials in varying formats.
4. Determine software applications to be used and develops and/or maintains applicable computer programs.
5. As assigned, work with clients to ascertain needs and explain possible options available.
6. Assist with larger projects as needed.
7. Maintain database of contacts and vendors.
8. Oversee work of vendors, determine schedules, and assist in evaluating work.
9. Process vendor payments and maintain records.
10. Provide office support and oversee office functions and workflow as required.
11. Supervise and train hourly/student workers.
12. Participate in institutional professional development and training.
13. Perform related duties as assigned.

Minimum Acceptable Qualifications:

1. Associate's degree in graphic design and two years of experience, or equivalent combination of higher education and experience equal to four years.
2. Computer skills as required by department.
3. Knowledge of applicable software, such as publishing software and web design.
4. Experience providing office support and coordinating work.
5. Effective communication and organization skills.

Additional Desirable Qualifications:

1. Bachelor's degree in graphic design.
2. Marketing experience.

3/5/12

System Approval

1/2/2012

Effective Date

This document is a generic classification specification of the University System of New Hampshire. Its purpose is to describe the representative responsibilities and general level of complexity, and it is not a substitute for the specific job description of the individual position.