GRAPHIC DESIGN & DIGITAL COPY TECHNICIAN

Function of job:
Under general supervision of designated supervisor, utilize professional publishing and imaging software to design and prepare publications for production and create graphics, and operate digital copier/printer.

Characteristic Duties and Responsibilities:
1. Use specialized publishing software to format and combine text, numerical data, photographs, charts, and other visual graphic elements to produce files ready for digital copier/printer production.
2. Work collaboratively with writers, editors, graphic designers, and others to prepare their files for the digital copier/printer production process.
3. Operate digital copier/printer.
4. Develop overall layout and design of newsletters, brochures, books, posters, and other documents.
5. Scan and prepare photographs and illustrations for the digital copier/printer process, including image scanning, color correction, image retouching and silhouetting, and special filtering effects.
6. Troubleshoot and repair problematic files as needed.
7. Review client files for adherence to the college/university's graphic identity standard and the United States Postal Service mailing regulations.
8. Provide technical support for the college/university community regarding new and traditional graphic arts techniques and procedures.
9. Maintain currency with latest design and digital copier/printer technology and evaluate new software.
10. Install and maintain application software and computer operating systems.
11. Perform maintenance and minor repairs to department equipment.
12. Work with copy supervisor to develop, implement, and maintain workflow and other procedures.
13. Perform related duties as assigned.

Minimum Qualifications:
1. Four years of graphic arts experience, Associate's Degree and two years experience, or any combination of higher education and experience equal to four years.
2. Computer skills as required by department.
3. Knowledge of publishing software.
4. Ability to organize time and multiple projects.
5. Troubleshooting and communication skills.

Additional Desirable Qualifications:
1. Experience with publishing software used by department.

5/20/03
System Approval

5/20/03
Effective Date

*Original approved 6/12/75 as "Typesetter", revised 2/20/81 and "Photo Composing Machine/Composer Operator", 12/21/87 and 1/25/89 as "Typographer", and 6/20/96 as "Digital Composition Operator".

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.