This position description is used as a basis for determining the position classification and is maintained as an official record of the duties assigned to this position. This description is intended to be an accurate reflection of the assigned work, however, it is understood that duties may be removed, modified or assigned, and may not be included on this description.

**\*\*PLEASE NOTE**: Position descriptions for recruitments and/or hires must be submitted and approved in PageUp. Use this template for non-recruitment related transactions only. (E.g. make a change to a current employee’s position description, reclassifications, etc.)\*\*

**DEPARTMENT:**       **POSITION:**  NEW  EXISTING

**POSITION CLASSIFICATION: Graphic Designer II CSU WORKING TITLE:**

**EMPLOYEE NAME:**       **FLSA:** Non-exempt

**SUPERVISOR NAME AND CLASSIFICATION:**      ;      

**A. JOB SUMMARY/BASIC FUNCTION** (For recruitments and/or hires, this section will be completed in PageUp only)

**B.** **LEAD RESPONSIBILITIES (**For recruitments and/or hires, this section will be completed in PageUp only)

|  |  |
| --- | --- |
| **CLASSIFICATION OF POSITION(S):** | **NUMBER OF EMPLOYEES:** |
|  |  |

**C.** **PHYSICAL AND MENTAL REQUIREMENTS** (For recruitments and/or hires, this section will be completed in PageUp only)

The physical demands described are representative of those that must be met by an employee to successfully perform the essential functions of the job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.



**D.** **ENVIRONMENTAL REQUIREMENTS** (For recruitments and/or hires, this section will be completed in PageUp only)



**E. MINIMUM QUALIFICATIONS** (For recruitments and/or hires, copy this section into the correlating PageUp field)

* **Education:** A college degree in graphic design, fine arts, or a related field or through technical experience and/or relevant coursework.
* **Experience:**

**F. REQUIRED QUALIFICATIONS** (For recruitments and/or hires, copy this section into the correlating PageUp field)

* Foundation knowledge in the principles and techniques of artistic and graphic design as well as demonstrated design and artistic skills.
* Must have strong communication skills and the ability to use and maintain currency with applicable computer software packages and systems.
* Comprehensive knowledge of graphic design and production principles and communication theory including a basic understanding of marketing and promotion concepts.
* Strong graphic design skills and artistic ability in order to translate communication needs into an artistic design.
* Solid working knowledge of applicable graphic design software packages and hardware systems and peripherals.
* Ability to use interactive technologies and to create new methods for combining software and graphic packages to address communication and visual product goals.
* Ability to understand university level curriculum concepts and convey them graphically.
* Thorough knowledge of current campus documents and university-wide publication needs.
* Thorough understanding of printing and other vendor services to prepare specifications for printing and other services.
* Ability to prepare camera-ready materials and a working knowledge of design and electronic prepress processes used in the production of complex publications.
* Ability to plan, coordinate and direct graphic art communications projects and handle multiple priorities.
* Working knowledge of copyright laws applicable to design work and creative properties.
* Ability to consult and communicate effectively with faculty, staff and students and to interpret and translate their needs into effective visual formats.
* A background check (which may include: checks of employment records, education records, criminal records, civil records, motor vehicle records, professional licenses, and sex offender registries, as position requires) must be completed satisfactorily before any candidate can be offered a position with the CSU.

**G. PREFERRED QUALIFICATIONS** (For recruitments and/or hires, this section will be completed in PageUp only)



**H. SENSITIVE POSITION CRITERIA** (For recruitments and/or hires, this section will be completed in PageUp only)

(Please check ALL boxes that apply to the position)

This position will be responsible for the care, safety and security of people (including direct contact with children and minors), animals and CSU property.

This position will have authority to commit financial resources of the university through contracts greater than $10,000.

This position will have access to, or control over, cash, checks, credit cards, and/or credit card account information.

This position will have responsibility or access/possession of building master or sub-master keys for building access.

This position will have access to controlled or hazardous substances.

This position will have access to and responsibility for detailed personally identifiable Level 1 information about students, faculty, staff, or alumni that is protected, personal, or sensitive. (For examples of Level 1, 2, and 3 Data, please see [CSU Policy 8065](http://www.calstate.edu/icsuam/sections/8000/8065_FINAL_DRAFT_Data_Classification_CW_V4.pdf).)

This position will have control over campus business processes, either through functional roles or system security access.

This position will have responsibilities that require the employee to possess a license, degree, or credential or other certification in order to meet minimum job qualifications and/or to qualify for continued employment.

This position will have responsibility for driving or operating vehicles, machinery or equipment that could pose environmental hazards or cause injury, illness, or death.

None of the above is applicable to the position.

*The incumbent is considered a Limited mandated reporter under the California Child Abuse and Neglect Reporting Act, updated July 2017, Penal Code Section 11165.7(a)[21] and is required to comply with the requirements set forth in CSU Executive Order 1083 as a condition of employment.*

*The incumbent is considered neither a Limited nor General mandated reporter under the California Child Abuse and Neglect Reporting Act, updated July 2017.*

|  |  |
| --- | --- |
| **I. JOB DUTIES** (For recruitments and/or hires, this section will be completed in PageUp only) | **Percentage of Time (%)** |
|  |  |
|  |  |
|  |  |
|  |  |
|  | **100% TOTAL** |

**J. SIGNATURES** (*Signature indicates that this is an accurate description of assigned duties.*)

(For recruitments/hires, this section will be completed in PageUp only)

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Employee Name Employee SignatureDate

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Supervisor Name Supervisor SignatureDate

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Dept Head/Next Level MPP Name Dept Head/Next Level MPP Signature Date