



Job Description

Job Title: Graphic Designer

JTC: N88

Salary Range: N04

FLSA: Non-Exempt

Since 1965, we have served more than 3 million students. Dallas County Community College District (DCCCD) is one of the largest community college systems in the state of Texas, which includes seven independently accredited colleges located around the Dallas/Fort Worth area.

POSITION SUMMARY

Create visual concepts, by using computer software, to communicate ideas that inspire, inform, or captivate audiences. Develop the overall layout and production design for websites, advertisements, and brochures.

REQUIRED KNOWLEDGE, SKILLS AND ABILITIES

Creative and detail-oriented with the ability to multi-task and results driven. The ability to create a design that accurately reflects the desired request; and designs a clear and effective expression.

Ability to look at work from the point of view of the consumer and examine how the design developed will be perceived by the consumer to ensure it conveys the client's desired message. High proficiency in all design aspects. Ability to choose the right fonts, colors and lines to create a balanced composition.

Ability to develop constructive and cooperative working relationships with colleagues and clients in a diverse environment. Follow specific goals and plans to prioritize, organize and accomplish assignments.

Analyze information and evaluating results to choose the best solution and solve problems. Ability to apply knowledge to various graphic mediums, such as the website, video, printed materials and CD-ROM. Knowledge of graphic programs used for both web and print media.

Excellent communication skills, listening and conferring with clients, customers, and other designers to understand exactly what is requested and present ideas within a diverse community.

PHYSICAL REQUIREMENTS

Normal physical job functions performed within a standard office environment. Reasonable accommodations may be made to individuals with physical challenges to perform the essential duties and responsibilities.

MINIMUM KNOWLEDGE AND EXPERIENCE

High school graduate with three (3) years of related work experience. *** Will be subject to a criminal background check. Some positions may be subject to a fingerprint check. ***

ESSENTIAL DUTIES AND RESPONSIBILITIES

Responsible for developing, designing and producing graphic, digital, and photographic art used in instructional as well as other college programs and services. Include materials such as schedules, catalogs, brochures, pamphlets, flyers, slides, transparencies, photographs, signs, posters, website, etc.

Meets with staff, administrators, and faculty to gather information of the project objectives in order to produce desired design concepts. Develops ideas and creates graphics for use in promotional and instructional materials including schedules, brochures, flyers, signs, transparencies, slides, etc.

Build effective relationships with key internal partners to enrich collaboration and understanding of design requests. Prepares work to be accomplished by gathering information, materials, and plans concept by studying information. Prepare cost estimates, may assist in the preparation of the budget. Works with vendors in relation to department supplies, services and/or needs and ensure vendor attains specific project details and ensures projects are completed correctly, accurately and in a timely manner.

Performs all or part of the following functions: Color separations, illustrations, original artwork, layout/design, photography, laminations, hand lettering, sign making and reproduction functions. Responsible for equipment maintenance and repair.

Completes required DCCCD Professional Development training hours per academic year. Utilizes excellent communication skills and the ability to interact with diverse internal/external stakeholders and constituents within the DCCCD community network. Provide excellent customer service.

Performs related duties as assigned.

The intent of this job description is to provide a representative summary of the major duties and responsibilities performed by incumbents of this job and shall not be construed as a declaration of the total of the specific duties and responsibilities of any particular position. Incumbents may be directed to perform job-related tasks other than those specifically presented in this description. Position requires regular and predictable attendance.