

Job Description

Job Title: Interaction Designer

JTC: CDK

Salary Range: N06

FLSA: 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

Overall responsibility for delivering assigned project based on agreed targets and objectives, on time and within budget allocation, following District policies and procedures.

REQUIRED KNOWLEDGE, SKILLS AND ABILITIES

Strong proficiency in conducting user research and working with clients to identify user needs that are aligned with business goals. Demonstrated understanding of web accessibility, and how to design accessible applications.

Knowledge and understanding of the advanced principles of design, familiarity with a variety of print and emerging web design concepts, practices, information architecture, user-centered design and principles of Internet and print marketing. Demonstrated ability to translate complex concepts into easy-to-understand visuals.

Act as an advocate for the design discipline within diversely skilled teams and brings a positive influence. Must have an in-depth knowledge of business operations and system requirement processes including the ability to measure short and long-term business plans.

Ability to solve problems creatively and effectively. Proficient with industry standard design tools. Must have excellent time management, planning, and organizational skills and be able to adapt to changing technology.

Must have the ability to articulate concepts and solutions. Demonstrated ability to provide clear and concise communication effectively, both orally and in writing to all levels of an organization, students, faculty, and the community. Must have excellent customer service skills.

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

Bachelor's degree or higher plus three (3) years of related experience. Official transcripts required. ***



Will be subject to a criminal background check. Some positions may be subject to a fingerprint check.

ESSENTIAL DUTIES AND RESPONSIBILITIES

Creates and revises a variety of print and web media for both internal and external publication. Manages and supports the graphics/marketing workflow and the daily operations of the organization's website. Creates, tests, and updates varied web content and material, and monitors usage and error logs.

Serves as the primary liaison between department work groups and various campus location to develop and produce marketing strategies that support the efforts of the organization.

Researches, develops and implements social media and online community guidelines. Plans, implements, monitors and evaluates print and web media that target appropriate audiences and ensures compliance with web design parameters, style guides, policies, and procedures.

Works in collaboration across the District for on-going communication needs as well as special projects, maintaining effective relationships and demonstrating, consistent, timely and high-quality production of media products. Stays informed on current industry standards and techniques and stays up to date with technological advances.

Demonstrated understanding of the advanced principles of design, knowledge of print and emerging web design concepts, practices, information architecture, user-centered design and principles of Internet and print marketing. Researches options for visual and digital communication strategies and designs and recommends approaches to stakeholders and teams. Ability to think strategically, collaborate productively, and problem-solve effectively.

Ability to clearly communicate and present new design concepts with strong verbal, written and visual skills. Uses skills in visual communication to influence a broad audience of donors, funders, board members, community groups and internal faculty, staff and students.

Must complete required DCCCD Professional Development training hours per academic year. Must have excellent communication skills and the ability to interact with diverse internal/external stakeholders and constituents within the DCCCD community network.

Performs other 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.