

The University of Akron
Classification Specification

Job Title:	Desktop Publishing Specialist	Job Code:	41121
Job Function:	Staff	Grade:	115
Job Family:	Classified	FLSA:	Non-Exempt
SOC Description:	1000 Administrative Support Division	Date:	1/1/04;7/1/99

Job Summary:

Produce documents that include text and layout work using a variety of software packages.

Essential Functions:

75% Uses computers to design brochures, flyers, posters, and handouts for on and off-campus publications. Assist in the development and preparation of promotional materials to improve public appeal and attract new students to the College.

20% Performs general clerical support, including typing, proofreading, scanning, copying and binding procedures.

5% Uses binding equipment, folding machines, and other relevant office equipment in addition to maintaining numerous photocopies throughout the building to ensure their successful operation.

Education:

Requires 18 months of education or training beyond high school.

Licenses/Certifications/Requirements:

None.

Experience:

Requires a minimum of 1 year experience in computer graphic design and general office procedures. Strong interpersonal skills, typing skills and proofreading skills required. Computer skills including word processing, spreadsheets, databases and layout experience with PageMaker software and/or other graphic software required. Use of independent judgment to create layouts on general ideas required.

Leadership:

Responsible for directing and monitoring the work of student and/or temporary workers.

Physical Requirements:

Job is physically comfortable; individual is normally seated and has discretion about walking, standing, etc. May occasionally lift very lightweight objects.

Working Conditions:

Standard working environment with possible minor inconveniences due to occasional noise, crowded working conditions and/or minor heating/cooling or ventilation problems. Near continuous use (>70% of the time) of a video display terminal.

The intent of this classification specification is to provide a representative summary of the types of duties and responsibilities that will be required of positions given this title and shall not be construed as a declaration of the specific duties and responsibilities of any particular position. Employees may be requested to perform job-related tasks other than those specifically presented in this description. The University requires that all University employees whose assigned duties include some involvement with The University of Akron's intercollegiate athletics program, comply with all relevant NCAA Bylaws in performing their work.