

The University of Akron
Classification Specification

Job Title:	Design Spec-WC	Job Code:	41171
Job Function:	Staff	Grade:	117
Job Family:	Classified	FLSA:	Non-Exempt
SOC Description:	1000 Administrative Support Division	Date:	2/16

Job Summary:

Design and produce layouts for brochures, posters, artwork displays and other publications for all promotional printed material that are used to enhance Wayne College's image.

Essential Functions:

85% Perform research and consult with clients to design layouts using compute design software including arrangement of copy, illustrations, size and style for promotional materials consistent with the image of the University. Contract outside printing companies for quotes and specifications for print jobs. Produce low volume print jobs in-house.

15% Perform general maintenance procedures for the office including organizing files and support on additional assignments which could include photographing campus functions and events, photocopying and general maintenance of copy machines.

Education:

Requires 18 months of education or training beyond high school.

Licenses/Certifications/Requirements:

None.

Experience:

Requires a minimum of 2 years experience in the design of publications and using computer design software. Ability to use Microsoft Software including Word, PowerPoint and Excel required. Use of independent judgment to create layouts based on general ideas required. Excellent organizational skills and communication skills required. Familiarity with printing processes as well as a working knowledge of current graphic software programs, specifically InDesign and Adobe products required. Ability to create original designs, execute artwork, conceptualize design layouts and coordinate final production of a finished product required.

Leadership:

No authority or responsibility for the supervision of others.

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.