

**HOWARD UNIVERSITY**  
**Position Description**

<b>POSITION:</b>	Graphics Artist	<b>GRADE:</b>	TW
<b>DEPARTMENT:</b>		<b>EEO CODE:</b>	03
<b>REPORTS TO:</b>		<b>FLSA:</b>	NE
<b>FRS NUMBER:</b>		<b>POSITION NO:</b>	

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**BASIC FUNCTION:** The purpose of this position is to design original booklets, newsletters, brochures, posters and publications. Operate technical state of the art graphic computers to produce high quality design materials.

**SUPERVISORY AUTHORITY:** None.

**NATURE AND SCOPE:** Internal contacts include consultation with faculty, staff, and students to assess their graphic requirements. External contacts are with vendors.

**PRINCIPAL ACCOUNTABILITIES:** Designs typeset jobs with respect to size, style, space and other related technical features.

Creates and designs graphics for layout of posters, slides, overhead transparencies, newsletters, brochures, booklets, flyers and logos as requested by client using traditional and computer graphic methods; performs required preparatory work such as layout and paste-up in order to prepare camera-ready artwork for production.

Operates various graphic design equipment such as graphic computers, cameras, printing and lettering equipment

Designs from information transmitted over the internet or digitally to produce design drafts for client approval.

Reviews design materials for proper format and design standards for the university. Confers with clients, editors, marketing persons and others regarding project specifications such as paper stock, graphic content, layout and media requirements; may create composites and develop concepts depending on needs.

Maintains current departmental material by updating file server periodically.

Maintains department files of completed assignments; maintains accurate logs of work in progress such as time devoted to project and materials used.

Performs other related duties as assigned.

**CORE COMPETENCIES:**

Knowledge and skill in graphic design and layout.

Knowledge of computer generated graphics programs.

Knowledge of typography, typesetting and lettering equipment.

Knowledge of photography.

Skill in typing and basic personal computer operation.

Ability to research design over the internet and other resources.

Competence in both oral and written English to communicate in a clear and concise manner.

Ability to establish and maintain effective and harmonious work relations with faculty, staff, students and customers.

**MINIMUM REQUIREMENTS:**

High school graduation and completion of training in graphic arts and appropriate number of years of experience in graphic design/typesetting layout or any equivalent combination of education, training and experience.

**SIGNATURES REQUIRED:**

**SIGNED BY:** \_\_\_\_\_  
Department Supervisor

**DATE:** \_\_\_\_\_

**CERTIFIED BY:** \_\_\_\_\_  
Office of Human Resource Management

**DATE:** \_\_\_\_\_