



## Communications Job Family: **Graphics Assistant Progression**

These generic job title summaries are intended to indicate the kinds of tasks and levels of work complexity that will be required of positions classified to any of these titles and are not intended to be construed as declaring the specific duties and responsibilities of any particular position. The use of particular expressions or illustrations describing functions within a specific job title does not exclude other duties of a similar kind and/or level of complexity. Positions are classified to a particular job title based upon the predominant level of expected work complexity.

### GENERIC JOB PROFILE SUMMARIES

| <b>Graphics Assistant II<br/>INDIVIDUAL CONTRIBUTOR</b>   | <b>Graphics Assistant III<br/>INDIVIDUAL CONTRIBUTOR</b>   |
|---|--|
| Prepare print and electronic publications; provide images for newsletters, publicity, and publications.   | Prepare print and electronic publications; provide and may create simple images for newsletters, publicity, and publications.  |
| Research, request and organize materials for design of publications.  | May provide information to faculty, students, and staff regarding design of publications.  |
| Assist with preparation and formatting of designs and layouts of text, photos, and art for execution of projects within established design specifications and branding guidelines.                    | Prepare layouts, designs and formats of text, photos, and art for execution of projects within established design specification and branding guidelines.   |
| Assist with coordinating the collection of publication content from department faculty and staff; prepare documents for printing and distribution.  | Coordinate the collection of publication content from department faculty and staff, work with a freelance editor; prepare documents for printing and distribution.   |
| Prepare presentation slideshows and add content relevant website; edit various print and electronic materials.  | Prepare presentation slideshows and add content to relevant website; edit and proof various print and electronic materials.  |
| Collaborate with editors, compositors, printers, and production staff to maintain a high-quality product.   | Collaborate with editors, compositors, printers, and production staff to maintain a high-quality product; may assist in preparing final designs for presentation.  |
| Organize, store, and catalog hardcopy original drawings, models, photographs, slides, documents, posters, and other printed materials; maintain photo databases, archive and update existing artwork. | Organize, store, and catalog hardcopy original drawings, models, photographs, slides, documents, posters, and other printed materials; create photo database, archive, update, and may enhance existing artwork; may assist in checking and approving color separations. |

| Graphics Assistant II<br>INDIVIDUAL CONTRIBUTOR  | Graphics Assistant III<br>INDIVIDUAL CONTRIBUTOR   |
|--|--|
|  | Collaborates with illustrators, writers and photographers and lays out their content for print and online media.   |
| May draw artwork such as graphs, maps, charts, posters, signs, and report covers.  | Responsible for designing and creating a variety of publications, including brochures, flyers and signs; lays out and draws artwork such as graphs, maps, charts, posters, signs, and report covers. |
|  | Design and collect content for special event posters and postcards, semester course posters, and communication pieces.   |
|  | Performs mock-up duties for publication.   |
| May coordinate printing, typesetting, and other outside services.  | Coordinates printing, typesetting, and other outside services.   |
| Test software programs and hardware in order to consistently enhance services provided; investigate and recommend software upgrades. | Test sophisticated software programs and hardware in order to consistently enhance services provided; investigate and recommend software upgrades.   |
| Coordinate media licenses and permissions in collaboration with University Counsel.  | Oversee media licenses and permissions in collaboration with University Counsel.   |

## JOB FACTOR PROFILE TABLE

| FACTOR PROFILE                                      | 11196 GRAPHICS ASSISTANT II, BAND C  | 10427 GRAPHICS ASSISTANT III, BAND D   |
|---|--|--|
| <b>MINIMUM EDUCATION AND EXPERIENCE EQUIVALENCY</b> | Associate's degree or equivalent; up to 2 years or equivalent                              | Associate's degree or equivalent; more than 2, but less than 4 years or equivalent         |
| <b>IMPACT</b>                                       | Extends beyond college/unit  | Extends beyond college/unit  |
| <b>CONTACTS - INSIDE</b>                            | Receive information<br>Provide information   | Assists others<br>Cooperation of task completion<br>Handle confidential information        |
| <b>CONTACTS - OUTSIDE</b>                           | Straightforward business<br>Provide factual information<br>Handle confidential information | Straightforward business<br>Provide factual information<br>Handle confidential information |
| <b>CONTACTS - STUDENTS</b>                          | Provide information or instruction on policies/procedures                                  | Provide information or instruction on policies/procedures                                  |

| FACTOR PROFILE                | 11196 GRAPHICS ASSISTANT II, BAND C   | 10427 GRAPHICS ASSISTANT III, BAND D  |
|-------------------------------|---|---|
| SUPERVISION                   | None given  | None given  |
| COMPLEXITY                    | Focus on an entire field  | Focus on an entire field  |
| LEVEL OF DECISION MAKING      | Responsible for making some decisions which require consideration of various criteria.<br>Decisions are usually within limits | Responsible for making some decisions which require consideration of various criteria.<br>Decisions are usually within limits |
| FREEDOM OF ACTION             | Very general supervision; resolves most questions<br>Accomplish most tasks alone<br>Keep supervisor informed of progress      | Very general supervision; resolves most questions<br>Accomplish most tasks alone<br>Keep supervisor informed of progress      |
| SUPPORT SKILLS – WRITING      | Limited responsibility, OR is position 's area of work  | Provides standard responses to inquiries  |
| SUPPORT SKILLS – COMPUTER     | Use business or technical programs to complete task requiring sophisticated usage   | Use business or technical programs to complete task requiring sophisticated usage   |
| WORKING CONDITIONS - PHYSICAL | Lift less than 10 lbs.  | Lift 10 to 20 lbs.  |

| FACTOR PROFILE              | 11196 GRAPHICS ASSISTANT II, BAND C      | 10427 GRAPHICS ASSISTANT III, BAND D     |
|-----------------------------|--|--|
| WORKING CONDITIONS - VISUAL | Close concentration and visual attention | Close concentration and visual attention |
| WORKING CONDITIONS - HAZARD | Limited exposure                         | Limited exposure                         |