THE CITY UNIVERSITY OF NEW YORK
Classified Civil Service Position Description

Title    College Graphic Designer
Title Code  04808
FLSA Status  Non-Exempt
Date Issued  December 01, 1985

General Duties and Responsibilities

This class of positions encompasses the performance of technical and/or artistic work necessary for the visual presentation of information data. There are two assignment levels within this class of positions. The following are typical assignments within this class of positions. All employees perform other related duties.

Assignment Level I - under general supervision, with some latitude for independent action, performs moderately complex artistic work such as:

- Prepares and designs comprehensive photomechanical layouts of jobs composed of typed material, line, and halftone art to be printed in house or by and outside vendor.
- Designs all forms of printed materials, consulting with originating departments in order to produce camera-ready copy for printing.
- Designs and produces internal working forms for various departments, as requested.
- Estimates costs and production time for publications, as necessary: also, deals with outside vendors on specifications and bids, as required.
- On occasion, utilizes phototypesetting or phototypesetter systems to produce high quality, typographically pleasing type matter; produces such head material from press type and enlarged photo type, as necessary.
- Utilizes Photostat camera and processing machine to prepare enlargements or reductions of materials for layouts.
- Prepare art materials, freehand or mechanically, for various art layouts.
- May supervise lower ranking personnel.
- Performs other related duties as required.

Assignment Level II - under general supervision, with latitude for independent action, performs work of advanced level complex work such as:

- Performs creative services for college publications.
- Coordinates design projects for the college.
- Estimates costs and production time for publications; also, deals with outside vendors on specifications and bids, as required.
- Designs college advertisements and special programs advertisements.
– Recruits, trains, and supervises college graphics designers, and/or other personnel as necessary.

– Performs other related duties as required.

**Qualification Requirements**

1. Possession of a baccalaureate degree in fine arts, commercial art, or similar, and two (2) years full-time experience or the freelance equivalent in graphics, drafting, or industrial design, or

2. Possession of an associate degree in an appropriate field and three (3) years full-time experience or the freelance equivalent in graphics, drafting, or industrial design, or

3. Possession of a high school diploma and four (4) years full-time experience or the freelance equivalent in graphics, drafting, or industrial design.

**NOTE:**

**Direct Lines of Promotion**

FROM: None TO: None

**General Work Tasks**