Auburn University Job Description

Job Title: Supv, Univ Creative Services
Job Code: OC09
FLSA status: Exempt
Job Family: No Family
Grade 33: $39,300 - $65,500

Job Summary
Creates and oversees the creation of graphic designs for the development and preparation of brochures, layouts, signs, banners, posters, and other collateral materials.

Essential Functions

1. Sets and communicates design standards to ensure consistent use by those who produce creative material on behalf of the University.
2. Provides creative direction to art designers.
3. Produces graphic design solutions for a variety of communication and marketing projects.
4. Communicates with creative team, account team, clients, vendors, co-workers, and campus leaders concerning creative issues to include providing presentations of creative work.
5. Recommends updated techniques and processes based on new developments and trends.
6. Provides customer service support to include design solutions, ensuring deadlines are met, and accuracy of deliverables.
7. Maintains inventory of supplies and equipment.

Supervisory Responsibility

Full supervisory responsibility for other employees is a major responsibility and includes training, evaluating, and making or recommending pay, promotion or other employment decisions.

The above essential functions are representative of major duties of positions in this job classification. Specific duties and responsibilities may vary based upon departmental needs. Other duties may be assigned similar to the above consistent with the knowledge, skills and abilities required for the job. Not all of the duties may be assigned to a position.
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Minimum Required Education and Experience

<table>
<thead>
<tr>
<th>Education</th>
<th>Minimum</th>
<th>Focus of Education/Experience</th>
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<tbody>
<tr>
<td></td>
<td>Four-year college degree</td>
<td>Degree in Journalism, Communications, English or related field</td>
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<tr>
<td>Experience (yrs.)</td>
<td>4</td>
<td>Experience in the creation of graphic design and in the coordination of creative materials</td>
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Substitutions allowed for Education:
Indicated education is required; no substitutions allowed.

Substitutions allowed for Experience:
Indicated experience is required; no substitutions allowed.

Minimum Required Knowledge
Knowledge of graphic design and image manipulation, marketing, promotional, and communications strategies.

Certification or Licensure Requirements
None Required.

Physical Requirements/ADA
No unusual physical requirements. Requires no heavy lifting, and nearly all work is performed in a comfortable indoor facility.

Routine deadlines; usually sufficient lead time; variance in work volume seasonal and predictable; priorities can be anticipated; some interruptions are present; involves occasional exposure to demands and pressures from persons other than immediate supervisor.

Job frequently requires sitting, talking, hearing, handling objects with hands, .

Job occasionally requires standing, walking, reaching, stooping/kneeling/crouching/crawling, and lifting up to 50 pounds.

Vision requirements: Ability to see information in print and/or electronically.

Date: 1/5/2012