Auburn University Job Description

Job Title: Mgr, Univ Graphic Services
Job Code: OC11*
FLSA status: Exempt

Essential Functions

Job Summary
Oversees and approves materials produced by campus printing units to ensure University graphic standards are met.

1. Develops and monitors the University's Graphic Standards Policy and reviews all printed materials produced on campus to ensure graphic standards are met.
2. Assists on-campus communications professionals with the coordination of projects for printing by writing printing specifications, interacting with vendors, and obtaining quotes for orders.
3. Monitors vendor performance by monitoring costs, reviewing finished products, and inspecting vendor sites.
4. Reviews publications and print projects to ensure consistency of key messages, copy points, and graphic elements.

Supervisory Responsibility
May supervise employees but supervision is not the main focus of the job.

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

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<thead>
<tr>
<th>Education</th>
<th>Minimum</th>
<th>Focus of Education/Experience</th>
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<tbody>
<tr>
<td>Four-year college degree</td>
<td>Degree in Graphic Design or related field</td>
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<tr>
<td>Experience (yrs.)</td>
<td>5</td>
<td>Experience in print facility management including production management and/or serving as an estimator</td>
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Substitutions allowed for Education:
Indicated education is required; no substitutions allowed.

Substitutions allowed for Experience:
When a candidate has the required education, but lacks the required experience, they may normally apply additional appropriate education toward the experience requirement, at a rate of one (1) year relevant education per year of required experience.

Minimum Required Knowledge
Knowledge of higher education policies and procedures, State printing regulations, printing processes, and graphic design and image manipulation.

Certification or Licensure Requirements
None Required.

Physical Requirements/ADA
Occasional and/or light lifting required. Limited exposure to elements such as heat, cold, noise, dust, dirt, chemicals, etc., but none to the point of being disagreeable. May involve minor safety hazards where likely result would be cuts, bruises, etc.

Externally imposed deadlines; set and revised beyond one's control; interruptions influence priorities; difficult to anticipate nature or volume of work with certainty beyond a few days; meeting of deadlines and coordination of unrelated activities are key to position; may involve conflict-resolution or similar interactions involving emotional issues or stress on a regular basis.

Job frequently requires sitting, talking, hearing.
Job occasionally requires walking, reaching, handling objects with hands, and lifting up to 50 pounds.

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

Date: 1/5/2012