



USC University of
Southern California

Graphic Design Coordinator Job Description

JOB INFORMATION

| | |
|-------------------|----------------------------|
| Job Code: | 171317 |
| Job Title: | Graphic Design Coordinator |
| FLSA Status: | Non-Exempt |
| Supervisory: | |
| Job Family: | Graphic Arts |
| Job Family Group: | Arts Production Support |
| Management Level: | 7 Individual Contributor |

JOB SUMMARY

Coordinates the preparation of graphic design materials to be presented by visual media for a school or department. Designs artwork, display materials and copy layouts. Works with clients to advise, create, modify and execute design standards and/or solutions to visual media objectives and/or requirements. Develops design specifications for work to be produced by others and oversees completion and quality of final product. Supervises and trains staff and student workers. Coordinates workload of freelance artists and vendors.

JOB QUALIFICATIONS:

Education

| Req | Pref | Degree | Field of Study |
|-----|------|--------------------|----------------|
| X | | Associate's degree | |
| | X | Bachelor's degree | |

Additional Education

Check here if experience may substitute for some of the above education.

Combined experience/education as substitute for minimum education

Work Experience

| Req | Pref | Work Experience | Experience Level |
|-----|------|-----------------|------------------|
| X | | 3 years | |

Additional Work Experience

Check here if education may substitute for some of the above work experience.

Combined experience/education as substitute for minimum work experience

Knowledge, Skills and Abilities

| Req | Pref | Functional Skills |
|-----|------|---|
| X | | Education in graphic or industrial design. |
| X | | Work experience as graphic designer covering all aspects of artwork preparation and printing. |
| X | | Requires thorough knowledge of typography, printing processes, selection of paper or printing surface and paper folding, binding and finishing. |

Knowledge, Skills and Abilities

| Req | Pref | Functional Skills |
|-----|------|---|
| | X | Experience in managing or coordinating a graphic service. |

Other Job Factors

JOB ACCOUNTABILITIES

| | % Time | Essential | Marginal | N/A |
|--|--------|-----------|----------|-----|
| Coordinates the preparation of graphic design materials to be presented by visual media for a school or department. Oversees design and copy layouts for graphic design materials such as illustrations, publications, graphs and charts, brochures, certificates, posters, flyers, etc. Designs and proofs artwork, display materials and copy layouts. | | | | |
| Prepares presentation graphics for slides, overheads, etc. Uses computer software packages to manipulate images. Produces a variety of freehand artwork (e.g., drawings, illustrations, logograms, etc.). | | | | |
| Prepares computerized typeset documents using publishing and page layout software. Determines software or hardware system to be utilized. Develops and/or maintains computer programs. | | | | |
| Creates new products and/or services to offer clients. Markets services to university community. Researches market needs and develops innovative ideas. Creates innovative solutions. | | | | |
| Works with clients to advise, create, modify and execute design standards and solutions to visual media objectives and/or requirements. | | | | |
| Studies illustrations and photographs to plan presentation of materials, products or services. Creates samples of finished layout and presents to client and/or supervisor for approval, as required. | | | | |
| Supervises and trains staff and student workers. Schedules, assigns and prioritizes workloads. Monitors employee performance on day-to-day basis. Reviews and proofs production work and suggests improvements. Coordinates clients' work with production staff and/or outside services. Ensures completion and quality of final product. | | | | |
| Screens, hires and oversees work of vendors and freelance artists, designers, photographers, etc. Determines schedules. Ensures timely completion of work. | | | | |
| Analyzes and evaluates vendors and potential vendors on a regular basis. Prepares specifications for bids. Selects appropriate vendor for each project and supervises jobs in progress. | | | | |
| Works with advertising and/or marketing representatives to integrate copy and graphics most effectively. Determines size and arrangement of illustrations and copy. Selects type style and size. Arranges layout according to space availability and using knowledge of layout principles and design concepts. | | | | |
| Sets production schedules and deadlines for design projects. Develops and manages budgets for specific projects. Gathers data for budget development. Monitors, tracks and reconciles budget activity. | | | | |
| Coordinates and selects computer software and/or hardware to be purchased. Determines and purchases supplies, materials and equipment, as needed. Prepares ad hoc reports for management as appropriate. | | | | |
| Develops and implements security related procedures such as office opening and closing routines, recognition of duress signals and key controls. Coordinates security activities with Department of Public Safety. Promotes and maintains standards for security conscious awareness and behavior. Maintains knowledge of University's crime prevention and suppression programs and services. Ensures dissemination of security related information to staff. | | | | |
| Performs other related duties as assigned or requested. The University reserves the right to add or change duties at any time. | | | | |

Other Requirements

| <i>Essential:</i> | <i>Emergency Response/Recovery</i> | <i>Essential:</i> | <i>Mandated Reporter</i> |
|--|--|-------------------|---|
| | In the event of an emergency, the employee holding this position is required to “report to duty” in accordance with the university’s Emergency Operations Plan and/or the employee’s department’s emergency response and/or recovery plans. Familiarity with those plans and regular training to implement those plans is required. During or immediately following an emergency, the employee will be notified to assist in the emergency response efforts, and mobilize other staff members if needed. | | A mandated reporter who in his or her professional capacity has knowledge of, or reasonably suspects a person who is under the age of 18 years, elderly, or a dependent adult has been the victim of abuse or neglect must report the suspected incident. The reporter must contact a designated agency immediately or as soon as practically possible by telephone or in writing within 36 hours. By virtue of the associated job duties, this position qualifies as a mandated reporter as required by state law and USC’s policy at: https://policy.usc.edu/mandated-reporters/ |
| <i>Campus Security Authority (CSA)</i> | | | <i>Essential:</i> |
| By virtue of the associated job duties, this position qualifies as a Campus Security Authority as required by law and USC’s policy at: https://dps.usc.edu/alerts/clery/ | | | No |

ACKNOWLEDGMENTS

The above statements reflect the essential and non-essential functions as necessary to describe the principle contents of the job. They are not intended to be a complete statement of all work requirements or duties that may be required of the position. I understand that I may be asked to perform other duties as assigned. USC reserves the right to add or change duties at any time.

The University of Southern California is an Equal Opportunity Employer. USC prohibits discrimination on any basis protected under federal, state, or local law, regulation, or ordinance or university policies. All employment decisions are based on individual qualifications and business need.

I acknowledge receipt of this job description and its associated physical requirements. I have read and understand the job description and job requirements and agree to abide by their contents. I realize that duties may be requested of me that are not specifically stated herein. I understand that I will be expected to adjust to potential fluctuations in work volume. I understand that, if I have any questions about the essential functions or expectations of my position, my supervisor and/or HR partner are available to discuss them with me.

Print Employee Name

Signature

Date

Print Manager Name

Signature

Date

This job description describes the general nature and level of work required by the position. It is not intended to be an all-inclusive list of qualifications, skills, duties, responsibilities or working conditions of the job. The job description is subject to change with or without notice, and Management reserves the right to add, modify or remove any qualification or duty. Nothing in this job description changes the existing at-will employment relationship between the university and the employee occupying the position.