



University System of Maryland Job Class Specification

TITLE: GRAPHIC ARTIST I
FLSA: NONEXEMPT
EEO6: H50
IPEDS-SOC: D-271024

JOB CODE: N07GR1
JOB TYPE: SYSTEMWIDE
JOB FAMILY/SERIES: ART VIS

APPROVED BY:
Chancellor Donald N. Langenberg

EFFECTIVE DATE: 07/01/1996

JOB SUMMARY

Under direct supervision, completes routine assignments pertaining to graphic production and presentation of instructional, informational and promotional projects. Creates illustrations and typography for visual communications media.

PRIMARY DUTIES

1. Translates thoughts, ideas and images into pictures and designs based upon client requirements. Discusses illustration at various stages of completion with client and supervisor and makes changes as directed.
2. Creates illustration and detail by drawing, sketching, lettering or by means of computer graphics systems.
3. Performs production activities under the direction of a graphic designer such as composition, layout and paste up.
4. Prepares or assembles models, three-dimensional exhibits and posters.

Note: The intent of this list of primary duties is to provide a representative summary of the major duties and responsibilities of this job. Incumbents perform other related duties assigned. Specific duties and responsibilities may vary based upon departmental needs.

MINIMUM QUALIFICATIONS

EDUCATION: Bachelors degree in art, graphics design, or illustration.

EXPERIENCE:

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OTHER:

REQUIRED KNOWLEDGE/SKILLS/ABILITIES

Working knowledge of art reproduction methods, black and white and design of publications. Skill in drawing, sketching, lettering and painting. Ability to prepare exhibits and displays; to operate standard graphic equipment, basic computer graphic systems and software, drawing and drafting materials and instruments; to understand and interpret information in a visual manner; to communicate effectively both orally and in writing.

OTHER: Except for qualifications established by law, additional related experience and formal education in which one has gained the knowledge, skills, and abilities required for full performance of the work of the job class may be substituted for the education or experience requirement on a year-for-year basis with 30 college credits being equivalent to one year of experience.

CONDITIONS OF EMPLOYMENT