Communications Paraprofessional IV (0764)

Basic Purpose/Job Function:

Designs and develops publications, presentations and other communications using graphic arts, print media, multi-media, satellite production and audio-visual technologies.

Examples of Titles Replaced: Cartographic Technician III; Computer Graphic Artist; Graphic Presentation Specialist; Publications Facilitator

Typical Functions May Include:

1. Designing and developing graphic layouts for presentations, brochures, and other documents
2. Editing and arranging text, exhibits, and graphics in their final format for reports, presentations, and publications
3. Interpreting and translating information into design elements for a variety of communications
4. Designing and producing statistical charts, graphs, and maps for reports and publications through the use of computer graphics
5. Preparing drawings using autocad and/or other computer graphics and digital scanning software and hardware
6. Monitoring, verifying, and editing computer data for accuracy and consistency
7. Developing and maintaining graphics resource files
8. Providing technical assistance for artistic/graphic design endeavors as required
9. Meeting with departmental personnel to plan and discuss preparation of their publications
10. Developing and implementing procedural improvements
11. Performing other related duties as assigned

Risk Management: Uses established safety practices to protect health and safety of personnel (including those supervised) and property

Supervision of Others Serves as lead supervisor of the office, provides technical direction, is responsible for the training of new personnel, and directly oversees the work of those supervised.

Supervision Received: Receives limited supervision from a designated supervisor.

Minimum Qualifications:

- Education: Associate's Degree
- Experience: 18 – 36 months           Type: Communications/multimedia/marketing

Skills: Ability to perform basic math functions; uses creativity in presenting oral or written communication; uses correct grammatical structure, vocabulary and formats; performs record keeping operations making changes to existing records
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**Special Requirements**: Frequent exposure to pressure caused by deadlines and busy periods; requires contact with other departments and University officials; may be required to bend, lift, stoop, walk and carry; may require travel; may require exposure to weather conditions; may require operating a production vehicle; regular pressure to meet deadlines

- **Licenses**: Determined by the nature of the position and/or department.
- **Certifications**: Determined by the nature of the position and/or department.
Communications Paraprofessional II (0762)

Minimum requirements may be met by an equivalent combination of education and experience, unless otherwise designated in writing by the department.

Departments are responsible for site-specific job descriptions.