



Job Specification

Job Title: Design Coordinator, Senior
BCAT Code: 446X AL
Pay Grade: G13

Effective Date: April 1, 2007
Revision Date: February 1, 2007
FLSA Status: Exempt

General Description

Designs and produces publications institution-wide using traditional (paper) and non-traditional (web) media by coordinating the writing, editing, photography, and production efforts and activities.

Examples of Duties

- Consults with clients on the publication process and efforts.
- Coordinates and supervises the writing, editing, photography, and production efforts and activities .
- Monitors and inspects the production process and final product.
- Develops, designs, and modifies publications, presentations, and correspondence using a range of production methods and equipment.
- Maintains records of assigned, transitive, and completed productions.
- Monitors production materials, budget, and time for production process.
- Tracks and adopts changes in production technology.
- Manages production that is contracted out.
- Performs other design coordination duties as assigned.

Knowledge, Skills, and Abilities

- Knowledge of graphic and production design practices, procedures, and operations (printing press).
- Knowledge of computer software and hardware (Word, Excel, PowerPoint, Dreamweaver, PageMaker, Photoshop, QuarkXpress, Illustrator, etc).
- Ability to multi-task, pay attention to detail, supervise, and exhibit excellent customer service.
- Effective time management and organizational skills.
- Effective oral and verbal communication with external and internal customers.

Minimum GSU Hiring Standards

A bachelor's degree and two years of related experience, or a combination of education and experience.

The above is a general description of duties performed by employees holding this job title and does not represent a complete list of duties that may be assigned to an employee.