

The University of Akron
Classification Specification

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| Job Title: | Graphic Design Instructional Support | Job Code: | 80651 |
| Job Function: | Staff | Grade: | 117 |
| Job Family: | Bargaining Unit | FLSA: | Non-Exempt |
| SOC Description: | 4000 Business / Administrative Division | Date: | 2/5/14 |

Job Summary:

Maintain the computer systems and software for the graphic design programs while supervising student assistants and managing the student service office.

Essential Functions:

30% Maintain and repair computer equipment and graphic software as well as other related and miscellaneous equipment. Initiate maintenance, repair, ordering and installation of computer and related equipment/software.

20% Manage the Student Services Office and supervises student staff. Oversees daily functions including maintaining budget, ordering supplies and/or computer equipment, and maintaining inventory records.

20% Provide technical support and troubleshooting to students and faculty regarding electronic and print files and facilitate scanning and printing process. Respond to student inquiries and advise graphic design students on computer systems and software needs.

20% Assist Graphic Design Coordinator and faculty on day-to-day activities related to the management and efficient operations of the department.

10% Provide in lab support to students and serve as primary liaison to Information Technology department.

Education:

Requires 18 months of education or training beyond high school.

Licenses/Certifications/Requirements:

None.

Experience:

Requires a minimum of 2 years experience in using current design software applications in a graphic design environment with Apple computer equipment. Proficiency with web and interactive media required. Ability to maintain and remain current with technical proficiencies required. Ability to maintain computer equipment and graphics software required. Strong customer services and effective communication skills required. Managerial and supervisory experience preferred.

Leadership:

Responsible for directing and monitoring the work of student and/or temporary workers.

Physical Requirements:

Job is physically comfortable; individual is normally seated and has discretion about walking, standing, etc. May occasionally lift very lightweight objects.

Working Conditions:

Standard working environment with possible minor inconveniences due to occasional noise, crowded working conditions and/or minor heating/cooling or ventilation problems. Near continuous use (>70% of the time) of a video display terminal.

The intent of this classification specification is to provide a representative summary of the types of duties and responsibilities that will be required of positions given this title and shall not be construed as a declaration of the specific duties and responsibilities of any particular position. Employees may be requested to perform job-related tasks other than those specifically presented in this description. The University requires that all University employees whose assigned duties include some involvement with The University of Akron's intercollegiate athletics program, comply with all relevant NCAA Bylaws in performing their work.