



COMMUNITY COLLEGE
OF RHODE ISLAND

Office of Human Resources

POSITION DESCRIPTION

POSITION:	Communications Design Specialist
LOCATION:	Knight Campus, Warwick
REPORTS TO:	Director-Marketing, Communications and Publications
GRADE:	CCRIPSA 13
WORK SCHEDULE:	Non-standard, 35 hours per week; evening and weekend; additional hours required.

BASIC FUNCTION: Responsible for the visual design, graphic production, and print production of all college publications for the Marketing & Communications Department, including web production. Responsible for the design, development, and production of assigned college publications. Serve as official college photographer.

ESSENTIAL DUTIES AND RESPONSIBILITIES:

- Design, develop, and produce graphic images and covers for all College publications. Operates peripheral hardware (scanners, printers, storage devices) and software (PhotoShop, etc.) to create and manipulate graphics and digital images for high-resolution output.
- Compile information from various departments, design, develop, and produce College publications, including but not limited to the Annual Report.
- Oversee the College's graphics standards policies to ensure uniformity in appearance among letterhead, logos, brochures, etc.
- Consult with clients prior to and during production to ensure consistency of goals and cost effectiveness.
- Photograph official and special College events for in-house and media use, including but not limited to digital photography. Orders and maintains all photographic supplies and equipment. Maintain file of all photographs and graphics.
- Manage the CCRI Print Shop and operations; supervise staff; assess resource needs and recommend new processes, equipment and materials to enhance overall operational and financial efficiency; develop audit mechanisms to monitor workflow.

Knight Campus

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- Uses aesthetic knowledge of visual typography, page layout, color, photography, and graphics to ensure a consistent College visual identity for printed and on-line publications.
- Review and analyze new equipment and methods in the field for possible purchase and/or application.
- Assist with budget preparation by projecting spending trends.
- Keeping abreast of the latest college marketing trends and technological innovations, continually update and (re)design modes of communication to meet the ever-changing needs of the school, the faculty/staff, current and potential students, and the RI community.
- Maintain CCRI web site. Update files, create new pages for departments/ programs as needed, provide navigational links for ease of use, create on-line forms, work with departments to ensure that information is available on-line in a timely fashion,
- Function as electronic publishing specialist; assist departments in converting College publications to a portable document format (PDF) or other formats appropriate for viewing on the CCRI web site (including but not limited to Annual Report, College Catalog, Course Bulletin); recommend hardware and/or software as needed.
- Manage all aspects of print production, including but not limited to:
 - ✓ Determine specifications and estimates for each assignment.
 - ✓ Prepare bid proposals in conformance with State regulation (including but not limited to: run size, paper stock, binding, layout, inks/colors, cost), get estimates, and work directly with the Purchasing Department when determining State bids.
 - ✓ Review bid proposals with the Purchasing Department for print jobs done outside of the Public Relations Department.
 - ✓ Meet with printers regarding job specifications.
 - ✓ Print media conversion to new electronic digital format on all publications.
 - ✓ Troubleshoot problems.
 - ✓ Set and adhere to publications production schedule.
- Other related duties as assigned.

LICENSES, TOOLS AND EQUIPMENT:

Proficiency using personal computer, printer, scanner, digital camera, software appropriate to a Marketing & Communications Office, including but not limited to MS Office, PageMaker, Quark Express, PhotoShop, FrontPage. Must have access to and use of own transportation.

ENVIRONMENTAL CONDITIONS:

This position is not substantially exposed to adverse environmental conditions.

QUALIFICATIONS:

Bachelor's degree in graphic arts required. Three to five years' publications design and publications management required. A proven sense of graphic design aesthetics and a thorough knowledge of graphic and publication production techniques required. Sophisticated knowledge of print media conversion to electronic digital format. Must be proficient with electronic publishing and web authoring software/coding (including but not limited to HTML, JavaScript, FrontPage, Adobe Acrobat, PageMaker, Photoshop, Corel Draw). Strong interpersonal skills are highly desirable. Must be able to work independently and manage multiple priorities in a deadline- oriented environment.

CCRI is an Equal Opportunity / Diversity Employer.

All requirements are subject to possible modification to reasonably accommodate individuals with disabilities. Some requirements may exclude individuals who pose a direct threat or significant risk to the health and safety of themselves or other employees.

This job description in no way states or implies that these are the only duties to be performed by the employee occupying the position. Employees will be required to perform any other job-related duties requested by their supervisor