

**RIVERSIDE COMMUNITY COLLEGE DISTRICT  
CLASSIFIED POSITION**

**JOB TITLE:** Senior Graphics Designer

**BASIC FUNCTION:** Under the supervision of the area Director, develops and implements the visual identity system for the District, including the establishment of design and graphic standards.

**PROVIDES WORK OR LEAD DIRECTION TO:** Not applicable.

**REPRESENTATIVE DUTIES:**

1. Heads the Office of Public Affairs and Communications Design Team.
2. Provides conceptual/production design for District print and electronic public information and marketing collateral material and displays.
3. Creates original artwork in various media and formats.
4. Designs the internal District newsletter and external community publications.
5. In conjunction with the Director, coordinates and develops the District Web page design standards.
6. Oversees design updates/new pages for the Office of Public Affairs and Communications main Web page.
7. Oversees the work of outside designers assigned to special projects.
8. Coordinates design standards for the District and individual campuses; advises College staff in effective design techniques.
9. Assists College departments with the design of department-level promotional pieces and displays.
10. Serves as the Office of Public Affairs and Communications liaison to Production Printing.
11. Serves as a design consultant/resource to Production Printing graphic designers and typesetters and as a training resource for Administrative Support Center staff.
12. Participates in District-provided in-service training programs.
13. Maintains a friendly, supportive atmosphere for students, staff, faculty, and the public.
14. Performs other duties, related to the position, as assigned.

**EDUCATION:** Bachelor's degree, from an accredited institution, in design, illustration, or commercial art is required.

**EXPERIENCE:** At least three years of increasingly responsible work in publications development, including the design of collateral material, print advertisement, and visual displays is required. Experience with computer systems and relevant design and illustration software are required. Experience with Web site design experience is desired.

**LICENSES/CERTIFICATIONS REQUIRED:**

**KNOWLEDGE OF:** Digital imaging processes is required; color, balance, and good layout techniques; offset printing processes are essential.

**ABILITY TO:** Communicate tactfully in pressure situations; effectively estimate completion times of assigned work; and work well with staff, faculty, students, and the public.

09-01-09

**CONTACTS:** Staff, students, faculty, outside designers, the public, vendors.

**WORKING CONDITIONS:** Normal office environment.

**OTHER:** Candidate must demonstrate clear evidence of sensitivity to and understanding of the diverse academic, socioeconomic, cultural, disability and ethnic backgrounds of community college students, staff and the community.

The Riverside Community College District is an equal opportunity employer and recognizes the need to provide reasonable accommodations to employees with disabilities. For more information, contact (951) 222-8039.