

**INFORMATION TECHNOLOGY SPECIALIST I, #W0110**  
**(Working Title: Graphic Designer/Creative Manager)**  
**PART-TIME/HOURLY**

J. Sargeant Reynolds offers a variety of programs and services to the residents of the City of Richmond and surrounding areas. Our three major campuses serve over 19,000 credit students, and provide training for an additional 15,000 students through the Community College Workforce Alliance. Over the years we have educated more than 300,000 people in the Richmond area. Additional information is available at the College's Website: <http://www.reynolds.edu>.

The College is seeking applicants for the position of **Information Technology Specialist I, Pay Band 4**. This position will be assigned to the Office of Marketing, Parham Road Campus.

**DUTIES:** The Graphic Designer/Creative Manager will coordinate and provide conceptual design and development of art projects and flawlessly create contemporary publication designs that follow basic principles of design (balance, proportion, sequence, unity, emphasis), as well as meet production feasibility for internal and external clients. This position will prepare error-free electronic files for transmission to service bureaus and print vendors; write specifications for print jobs; and estimate project costs keeping within set budget allocations. The Graphic Designer/Creative Manager will also coordinate the editing and proofing processes to ensure error-free publications; and serve as photographer for college events, some after or before normal operating hours. This position will also assist with the development of content and themes of design projects by using trade publications and other idea generating or "stretch" techniques to help facilitate the creative process and will save all projects in an organized manner to increase efficiency. Interpersonal relations skills are required to establish and maintain positive working relationships with internal and external customers.

**QUALIFICATIONS REQUIRED:** Considerable knowledge of contemporary design in the development of organizational communications, graphic art concepts, art design, and the use of technologies using PC and Mac based software. Considerable knowledge of printing and related production and publications processes, and public relations and marketing principles and practices. Considerable skill in production art techniques such as layout and design, and in the operation of computer software programs to produce graphics. Considerable knowledge of digital photography, Photoshop, QuarkXPress, and InDesign and video production software. Demonstrated ability to independently create and develop graphic design concepts for marketing and communications objectives, and to economically produce graphic design concepts and production art for publications and the web. Demonstrated ability to work in a team environment; and to communicate effectively, orally and in writing. Selected candidate must be able to pass the college's pre-employment security screening.

**QUALIFICATIONS PREFERRED:** Web design experience using Dreamweaver is preferred. College-level coursework in communication arts and design and/or degree in communication arts and design or similar program is also preferred.

**TYPE OF POSITION:** Part-time/hourly position without state benefits. **Starting Salary:** \$15.07-\$22.00 per hour, based on related experience and pre-employment salary.

**APPLICATION DEADLINE:** Applications will be accepted until February 3, 2012.

**APPLICATION PROCESS:** To apply for this or any other JSRCC vacant position, please visit the Virginia Jobs website <http://jobs.virginia.gov/>.