

GRAPHIC ARTIST

PRINT SERVICES

Description: Under general supervision, performs work involving the preparation of copy for projects to be printed utilizing basic print shop equipment. Coordinates with other departments to design both in-house and outsourced printing. Must have excellent customer service skills along with meeting established deadlines. Will assist in the daily operations of the print shop, including operating and maintaining print shop equipment to ensure high-quality output.

Minimum Requirements: A high school diploma and experience in graphics. Proficiency in Adobe Illustrator, along with other graphic design software, is required. Must have strong skills in providing excellent customer service and demonstrate strong ethics. A valid driver's license and safe driving history.

Preferred Qualifications: Associate Degree in Graphic Design.

Knowledge, Skills and Abilities: Must have knowledge and skill to operate desktop publishing system and various software including Indesign, Publisher and Photoshop.

Hire Range: \$ 29,000- \$36,000 annually
University Hours: 8:00am – 5:00pm, Monday – Friday
Position Work Hours: 37.5 hours per week.
Class Code: BG20– **State Title:** Graphic Artist I
Position #: – **Band:** 03

Search openings at careers.sc.gov

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Fringe Benefits

Applications must be submitted online at www.careers.sc.gov. Receipt of individual applications not acknowledged. See position status at www.lander.edu/hr. Lander University is a tobacco-free campus. All final candidates are subject to successfully completing background requirements.

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