



Savannah State University Position Description – Publications Specialist III

POSITION DESCRIPTION

Position Title: Publications Specialist III (Multimedia Spec) FLSA Status: Exempt
Reports to: Director of the Center for Teaching, Learning and Academic Support
Department: Center for Teaching, Learning and Academic Support
Date Prepared: June 2003

BASIC FUNCTION

This position provides graphic design/multimedia assistance to faculty and staff. The position designs websites, programs, brochures, flyers, and newsletters for the University and assists with computer training of faculty and staff.

NATURE & SCOPE

This position provides assistance to faculty, professional staff and university committees with designs for brochures, web pages, surveys and other initiatives.

As this position designs websites, the incumbent also designs all publications needed for various special projects, and standing committees, such homecoming, orientation, Black Heritage Festival.

In carrying out the expectations of this position, the incumbent serves on various teams and is responsible for insuring continued liaisons with assigned suppliers, customers and other support vendors.

Because of the role of this position, the incumbent must work effectively with a broad cross-section of individuals within Savannah State as well as outside the University.

PRINCIPAL ACCOUNTABILITIES

- Provides graphic design and media services to the University
- Promotes the Center for Teaching, Learning and Academic Support
- Participates in activities that promote student development
- Participates in workshops and classes for professional development to better serve campus needs

SPECIALIZED KNOWLEDGE AND EXPERIENCE REQUIRED

This position requires a four-year college degree and experience in desktop publishing.