



COMMUNITY COLLEGE  
OF RHODE ISLAND

Division of Institutional Equity and Human Resources

POSITION DESCRIPTION

<b>TITLE</b>	Specialist Communications Design
<b>POSITION NO.</b>	501628
<b>LOCATION</b>	Warwick
<b>REPORTS TO</b>	Director of Marketing and Communications
<b>GRADE</b>	CCRIPSA 13
<b>WORK SCHEDULE</b>	Non-Standard: 35 hours per week; evening and weekend; additional hours required.
<b>SUPERVISION</b>	N/A
<b>REVISION DATE</b>	October 2023

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**JOB SUMMARY:**

Responsible for all purchasing, vendor management and budget oversight for print, promotional items and publications for the Marketing department and other departments as called upon. Serve as official college photographer. Responsible for the graphic production, and print production of all college publications for the Marketing & Communications Department, Responsible for the development, and production of assigned college publications. Track and maintain department budget.

**DUTIES AND RESPONSIBILITIES:**

- Operates peripheral hardware (scanners, printers, storage devices) and software (Photoshop, etc.) to create and manipulate graphics and digital images for high-resolution output.
- 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.
- 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.
- 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.
- 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 for the College including but not limited to: Determine specifications and estimates for each assignment; Prepare bid proposals in conformance with State regulation (such as: run size, paper stock, binding, layout, inks/colors, and cost), get estimates, and work directly with the Purchasing Department when determining State bids, and review bid proposals with the Purchasing Department for print jobs done outside of the Public Relations Department.
- Act as liaison between the Marketing and Purchasing department, ensuring protocols are followed.
- Purchase of promotional items for the JAA division
- Research vendors that meet specifications for promotional items.
- Write proposals and submit to qualified vendors following policies and protocols Review all vendor proposals and follow up with vendors, as needed, on incomplete submissions.
- Created system to document and track financial bid proposals and submit to Purchasing Department for their review and approval.
- Report back on a weekly basis to director of Marketing budget to actuals to inform future purchasing decisions
- Responsible for all Marketing requisitions using the Banner system.
- Responsible for managing Marketing P-card including all purchases and reconciliation activities

- 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, Photoshop, InDesign, Lightroom. Proficiency using Banner system for college requisitions.

**ENVIRONMENTAL CONDITIONS:**

This position is not substantially exposed to adverse environmental conditions.

**REQUIRED QUALIFICATIONS**

- Bachelor's degree in graphic arts
- Three to five years' publications design and publications management
- A proven sense of graphic design aesthetics and a thorough knowledge of graphic and publication production techniques
- 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, and Corel Draw).
- Strong interpersonal skills are highly desirable.
- Must be able to work independently and manage multiple priorities in a deadline-oriented environment.

All requirements are subject to possible modification to reasonably accommodate individuals with disabilities.