

Founded in 1927, Austin Peay State University is a comprehensive, state-assisted university with an enrollment of approximately 9,000 students. APSU was named in honor of the late Tennessee Governor Austin Peay, who served from 1923–1927.

With a main campus in Clarksville, Tenn. and a satellite campus on post at Fort Campbell, Ky., APSU is one of 47 universities, community colleges and technology centers in the Tennessee Board of Regents system, the sixth largest system of higher education in the nation. The University offers a full range of academic programs at the associate, baccalaureate and master's degree levels in the arts, sciences, business and selected professional programs. APSU offers 13 online degree programs and hundreds of Web-based classes. Among APSU's many points of distinction are its outstanding programs in the sciences, two centers of excellence in the creative arts and field biology and four chairs of excellence in the creative arts, business, free enterprise and nursing.

An integral part of Clarksville, a rapidly growing city of more than 100,000 located 45 minutes northwest of Nashville, the University led the state in enrollment growth in recent years. Since 2000, Austin Peay has renovated and erected numerous top-of-the-line facilities on its 160-acre main. Of the universities offering classes on post at Fort Campbell, only APSU has been given permission to construct its own building. The University enrolls more students at the Fort Campbell Center than the other five institutions combined.

**Graphic Designer  
Printing Services  
Public Relations and Publications  
Regular Full-Time Position  
Position Number 356030**

**General Description**

The Graphic Designer reports to the Executive Director of Public Relations and Publications and is responsible for design for various University projects that involve print, billboard, graphic installations and multimedia design.

**Primary Duties and Responsibilities**

- Conceptualize and design University publications used for general recruitment, advertising and marketing efforts.
- Conceptualize and design recruiting packages or individual pieces for department or college specific recruitment, marketing and advertising efforts.
- Provide design for University special projects such as campaigns, installations, etc.
- Collaborate with University faculty and staff in producing designs to fit their department's needs.
- Write printing specifications.
- Prepare printing requests/projects to print via computer to copier/duplicator; operate high-capacity precision cutter and air-fed folder to complete print orders.
- Prepare projects to be printed off-campus via a service bureau.
- Solve and prevent communication errors between computer and high speed duplicators; guide offset press operator through complicated requests and procedures to achieve finished product.
- Perform other job-related duties as assigned.

**Essential Functions**

- Ability to operate industry-standard software and hardware for Mac and PC.
- Proficiency in Illustrator, Photoshop, InDesign, Adobe Acrobat, QuarkXpress, Dreamweaver, Freehand and Microsoft Office.
- Knowledge of RIP based software.
- Knowledge of scanning devices and color copier controls and drivers.
- Knowledge of printing industry and print shop procedures.
- Knowledge of basic web design.
- Proven ability to conceptualize designs.
- Proven high level design skills.
- Ability to communicate effectively and appropriately.
- Ability to maintain confidentiality of records and information.
- Ability to interact in an effective and appropriate manner with diverse populations, the University community and the public.
- Ability to detect and correct grammatical and spelling errors in written correspondence.
- Ability to maintain files accurately, in paper and in software programs.
- Ability to handle multiple tasks simultaneously.
- Ability to effectively supervise student employees and complete all associated personnel actions in a timely and accurate manner.

### **Required Minimum Qualifications**

- Bachelor's degree or higher in graphic design, visual communication or related field.
- Two years of related work experience.
- A minimum of five print samples must be submitted upon application.
- Portfolio review of published design works.
- A background check and official transcript will be required of the successful applicant.

**IT IS A CLASS A MISDEMEANOR TO MISREPRESENT ACADEMIC CREDENTIALS**