

**Wright State University**  
**CLASSIFIED JOB SPECIFICATION**  
**Computer Production Artist**

**I. JOB INFORMATION**

**Job Title:** Computer Production Artist (CS 04)

**Job Class:** 21222                      **FLSA Status:** Non-Exempt

**II. JOB SUMMARY**

Under general supervision performs a variety of duties and tasks related to the preparation and coordination of electronic layouts for reproduction.

**III. PRIMARY DUTIES AND RESPONSIBILITIES**

- Prepares electronic mark-ups and paste-ups; assembles final layouts (camera-ready art) for reproduction.
- Operates and maintains state of the art computer equipment to prepare and assemble mechanical art.
- Scans photographs into a computer. Performs photo retouching for illustrations of materials
- Builds files for all levels of print projects from simple to complex.
- Complies with university and department graphic standards.
- Produces mechanical art accurately and efficiently for basic printing and pre-press process.

*Note: This is not an inclusive list of duties and responsibilities.*

**IV. MINIMUM EDUCATION, EXPERIENCE, KNOWLEDGE, SKILLS, AND ABILITIES**

A high school diploma or GED and three years of related work experience OR, two years of post-secondary education and one year of (FT) related work experience OR, a bachelor's degree in a related field and six months of (FT) related work experience. Proficiency in the use of Page Maker, Freehand, Photoshop, and other publishing/imaging software. Excellent verbal/communication skills. Thorough knowledge of advertising production processes.

**V. WORKING CONDITIONS**

Typical office environment.

**VI. WSU TESTING/EXAMINATIONS REQUIRED**

None

**VII. CERTIFICATIONS OR LICENSURE(S) REQUIRED\***

None

**VIII. JOB SERIES**

21220

*This specification is intended to illustrate the level of complexity and kinds of job duties that may be assigned to positions with this classification title, and should not be interpreted to describe all the duties that may be included in a job description.*