Electronic Publishing Specialist
San Diego Community College District

Job Title	Electronic Publishing Specialist
Department	District Wide
Institution	San Diego Community College District
	San Diego, California
Date Posted	Oct. 25, 2024
Application Deadline	11/08/2024
Position Start Date	Available immediately
Job Categories	Professional Staff
Academic Field(s)	Administration - Other
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Apply By Email	

Job Description

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Professional Expert

San Diego Community College District

Closing Date: 11/8/2024

Position Number:

Location: District Wide

Position Type:

The Position:
Posting Details (Default Section)

Closing Date: 11/08/2024 Open Until Filled No Classification Title Professional Expert Working Title Electronic Publishing Specialist Recruitment Limits Location District Wide Pay Information Salary per hour: $25.78 Bargaining Unit AFT - NANCE Range 5 Department District Wide The Position **Function:** Under the direction of an assigned supervisor or manager, perform duties of a non-academic, professional nature on a temporary basis for a specific project, regardless of length of employment, according to California Education Code, Section 88003, and SDCCD Board Policy 7230. Major Responsibilities **Key Responsibilities:**
Create print-ready documents, utilizing typesetting specifications to create business cards. Open and review internal client design files, and make changes or corrections as needed. Expert knowledge in utilizing Adobe Creative Suites. Qualifications **Qualifications:**Knowledge of typesetting and graphic techniques utilized in the print industry. High level of computer proficiency in PC or Mac utilizing Adobe Design software. High level of attention to detail, handling multiple projects, solving problems and meeting deadlines. Strong oral and written communication skills. Desired Qualifications **Education and/or Experience:**Four year degree in Graphic Design or four years of professional experience in electronic publishing/graphic design in the print industry. Expert knowledge utilizing Adobe Creative Suite software. Licenses/Certificates/Credentials: Commitment to Diversity: **Commitment to Diversity, Equity, Inclusion, and Accessibility (DEIA):** The ideal candidate will demonstrate a strong commitment to DEIA, showcasing cultural competency and sensitivity to diverse backgrounds, including academic, socioeconomic, cultural, disability, gender identity, sexual orientation, and ethnic diversity within the community college environment. Working Conditions Varies upon assignment. Special Instructions to Applicants: Conditions of Employment: **THE FOLLOWING MUST BE COMPLETED PRIOR TO EMPLOYMENT:**

- Provide a Certificate of Tuberculosis Exam for initial appointment (Note: The certificate must be renewed every 4 years as a condition of continuing employment);
- Have fingerprints taken by a Live Scan computer at the district's expense (Clearance must be received prior to first day of employment); AND,
- Present original documents for proof of eligibility to work in the United States.

Posting Number NC00364

Major Responsibilities:
Key Responsibilities:

Electronic Publishing Specialist
San Diego Community College District

Create print-ready documents, utilizing typesetting specifications to create business cards. Open and review internal client design files, and make changes or corrections as needed. Expert knowledge in utilizing Adobe Creative Suites.

Qualifications:
Qualifications: Knowledge of typesetting and graphic techniques utilized in the print industry. High level of computer proficiency in PC or Mac utilizing Adobe Design software. High level of attention to detail, handling multiple projects, solving problems and meeting deadlines. Strong oral and written communication skills.

Desired Qualifications:
Education and/or Experience: Four year degree in Graphic Design or four years of professional experience in electronic publishing/graphic design in the print industry. Expert knowledge utilizing Adobe Creative Suite software.

Licenses:

Pay Information:
Salary per hour: $25.78

To apply, visit: https://www.sdccdjobs.com

All applicants must have demonstrated cultural competency and sensitivity to and understanding of the diverse academic, socioeconomic, cultural, disability, gender identity, sexual orientation, and ethnic backgrounds of community college students and staff.

Contact Information

Please reference Academickeys in your cover letter when applying for or inquiring about this job announcement.

Contact

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