



## Graphic Designer

Full-Time | \$45 - \$50K | 7551 Metro Center Drive, Austin, TX 78744

### MUST PROVIDE SAMPLES OF GRAPHIC DESIGN PRIOR TO INTERVIEW

The graphic designer supports the implementation of strategic communication programs for the Office of Injured Employee Counsel (OIEC). OIEC assists, educates and advocates for the injured workers of Texas. This position is responsible for monitoring agency news, creating news releases, and implementing and collaborating on projects for internal and external stakeholders. Also, this role will lead the social media and assist with communications and public affairs activities for OIEC. We are looking for someone who is a stellar, self-starter who knows how to prioritize and organize work and see projects through to completion. Must be positive and detail oriented.

#### This position

- provides graphic design;
- writes, researches, edits OIEC publications, internal and external communications;
- will synthesize complex data and information into brief and understandable text;
- develops and manages e-newsletters, surveys and other related multimedia resources;
- assists with all digital and print communications;
- assists with the coordination of agency outreach programs;
- assists in the creation of presentations;
- problem solves and generates ideas;
- contributes to the agency's website content and development including maintenance and updating of website;
- assists with the agency's social media presence using original content creation and cultivation; and
- collaborates well with others.

#### JOB DETAILS

##### Job Posting #18-188

##### Title

Graphic Designer

##### Classification Title

Information Specialist II

##### Location

7551 Metro Center Drive, Suite 100  
Austin, TX 78744

##### Salary

\$45,000 - \$50,000/year  
(\$3,750 - \$4,166.67/month)

##### Travel

5%

##### Open Date

4/5/2018

##### Application Deadline

Until filled

##### Status

Internal/External

##### Pay Group

B17

##### MOS Codes

46Q, 46A, MC, 340, PA, 4502, 3NOX0, 3NOX2

#### Required knowledge

- Microsoft Office (Word, Excel, PowerPoint and Outlook);
- Adobe Photoshop and social media products; and
- use of correct grammar, punctuation and spelling.

#### Required skills

- strong editorial skills with attention to detail;
- excellent project management and organization; and
- handling multiple, competing priorities and solving problems.

## Required ability to

- write, and create content;
- present information;
- use technology to facilitate solutions;
- manage multiple, competing priorities;
- work independently and collaborate with team members;
- establish and maintain effective working relationships with a variety of individuals and groups; and
- communicate effectively both verbally and in writing with all levels of employees and the public.

## Qualifications

Graduation from an accredited four-year college or university. Education and experience relevant to position requirements may be substituted for one another on a year-for-year basis.

### Additionally, this position requires:

- one year experience in graphic design, desktop publishing, layout.

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## Preferences for this position include experience:

- MS Publisher, Cascade CMS, Adobe Illustrator, InDesign and Articulate Storyline software;
- State of Texas work experience;
- maintaining and updating website content; and
- managing a company's social media presence.

## How to apply

Complete and submit the State of Texas Application or questions to [jobs@oiec.texas.gov](mailto:jobs@oiec.texas.gov). Visit [www.oiec.texas.gov/contact/jobs.html](http://www.oiec.texas.gov/contact/jobs.html) for more information.

### **MUST PROVIDE A WRITING SAMPLE WITH APPLICATION**

## To receive VETERAN'S PREFERENCE

### **Applicants must provide at least one of the following documents with their State of Texas Application:**

- a copy of the DD 214, member #4;
- a statement of compensation from the Veterans Benefits Administration; **OR**
- a copy of the DD 1300

### **Military Crosswalk**

- Applicable Military Occupational Specialty (MOS) codes are included, but not limited to the following: 46Q, 46A, MC, 340, PA, 4502, 3NOX0, 3NOX2
- Additional Military Crosswalk information can be accessed at:  
[http://www.hr.sao.state.tx.us/compensation/MilitaryCrosswalk/MOSC\\_InformationandCommunication.pdf](http://www.hr.sao.state.tx.us/compensation/MilitaryCrosswalk/MOSC_InformationandCommunication.pdf)

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**Criminal background checks will be conducted on all final candidates. An applicant who has been convicted of a criminal offense relevant to the position may be disqualified from employment.**

*The Office of Injured Employee Counsel does not discriminate on the basis of race, color, national origin, sex, religion, age, or disability in employment or in the provision of services. Any request for reasonable accommodation needed during the application process should be communicated by the applicant to OIEC staff.*