



USC University of Southern California

Medical Illustrator Job Description

JOB INFORMATION

Job Code:	171323
Job Title:	Medical Illustrator
FLSA Status:	Exempt
Supervisory:	
Job Family:	Graphic Arts
Job Family Group:	Arts Production Support
Management Level:	7 Individual Contributor

JOB SUMMARY

Responsible for the creation of accurate and effective illustrations, diagrams, animations, and other graphic design materials to convey medical topics for education and simulation print/digital media. Collaborates with scientists, physicians, faculty and other content specialists as appropriate. Audits content for accuracy, accessibility and bias, utilizing instructional design best practices.

JOB QUALIFICATIONS:

Education

Req	Pref	Degree	Field of Study
X		Master's degree	
X		Related undergraduate study	Or
X		Related graduate study	

Additional Education

Check here if experience may substitute for some of the above education.

Combined experience/education as substitute for minimum education

Work Experience

Req	Pref	Work Experience	Experience Level
X		3 years	
	X	5 years	

Additional Work Experience

Check here if education may substitute for some of the above work experience.

X Combined experience/education as substitute for minimum work experience

Knowledge, Skills and Abilities

Req	Pref	Functional Skills
X		Master's degree in medical illustration. Related undergraduate/graduate study in life sciences and technology fields.
X		Excellent oral and written communication skills.

Knowledge, Skills and Abilities

<i>Req</i>	<i>Pref</i>	<i>Functional Skills</i>
X		Leadership/guidance skills.
X		Manual dexterity and visual acuity.
X		Strong organizational and multi-tasking abilities.
X		Detail-oriented approach to work.
X		Independent and team-oriented work abilities.
X		Knowledge of health science topics and terminology, health literacy standards, and communication strategies.
X		Ability to communicate ideas and creative solutions through concept drawings in traditional/digital media to both technical and nontechnical audiences.
X		Knowledge of accessibility matters and standards.
X		Expertise in design software and methods (e.g., typography, layout, production). Working understanding of digital file types and color profile management.
X		Experience designing and authoring accessible digital content.
X		Knowledge of methodologies associated with analysis of technical processes and information flow, and technical workflows.
	X	Exemplary written and oral communication skills.
	X	Experience working with animation, video, 3D models and Adobe creative suite.
	X	Demonstrated understanding of assistive technologies and their application to individuals with disabilities in higher education.
	X	Experience with WCAG 2.0 AA analysis for digital content authoring.
	X	Experience developing and delivering synchronous/asynchronous training and designing and producing training materials.
	X	Knowledge and/or understanding of numerous cultural issues (e.g., immigration, socioeconomic, LGBTQIA+).
	X	Fluent in one or more languages in addition to English (e.g., Spanish, Korean, American Sign Language).

Certifications

<i>Req</i>	<i>Pref</i>	<i>Select Certifications</i>	<i>Enter Additional Certifications</i>
	X		Certified Medical Illustrator (CMI) credential.

Other Job Factors

JOB ACCOUNTABILITIES

	<i>% Time</i>	<i>Essential</i>	<i>Marginal</i>	<i>N/A</i>
Responsible for medical visualization planning, development, direction and finalization (e.g., anatomical, cellular, pathological). Determines methods and materials. Establishes time and cost estimates. Ensures all materials are accurate, clear and appropriate for intended use/audience. Provides/receives feedback on artwork to/from colleagues, flagging any possible biases as needed.				
Creates visual materials (e.g., illustrations, diagrams, anatomical structures, medical procedures, slides) for teaching and research purposes, as well as internal/external publications, branding and marketing initiatives. Orders and maintains supply inventory. Evaluates and recommends new medical illustration methods, materials and equipment.				
Effectively communicates and collaborates with medical faculty/staff and other relevant stakeholders. Audits medical education courses and content. Provides guidance on instructional design best practices (e.g., objective writing, content structure), ensuring materials meet accessibility standards. Assists in training new staff.				
Discusses projects, concepts and design (e.g., layout, color theory, typography) with clients to receive feedback/greenlight. Stays current with new/emerging trends and technologies in medical education and visual media, leveraging the latest expertise and best practices to help translate complex concepts to lay audiences.				
Establishes and maintains network of professional contacts. Attends meetings, seminars and conferences and maintains continuity of any required or desirable				

JOB ACCOUNTABILITIES

	<i>% Time</i>	<i>Essential</i>	<i>Marginal</i>	<i>N/A</i>
certifications, if applicable. Promotes an environment that fosters inclusive relationships and creates unbiased opportunities for contributions through ideas, words, and actions that uphold principles of the USC Code of Ethics.				

Other Requirements

<i>Essential:</i>	<i>Emergency Response/Recovery</i>	<i>Essential:</i>	<i>Mandated Reporter</i>
	In the event of an emergency, the employee holding this position is required to “report to duty” in accordance with the university’s Emergency Operations Plan and/or the employee’s department’s emergency response and/or recovery plans. Familiarity with those plans and regular training to implement those plans is required. During or immediately following an emergency, the employee will be notified to assist in the emergency response efforts, and mobilize other staff members if needed.		A mandated reporter who in his or her professional capacity has knowledge of, or reasonably suspects a person who is under the age of 18 years, elderly, or a dependent adult has been the victim of abuse or neglect must report the suspected incident. The reporter must contact a designated agency immediately or as soon as practically possible by telephone or in writing within 36 hours. By virtue of the associated job duties, this position qualifies as a mandated reporter as required by state law and USC’s policy at: https://policy.usc.edu/mandated-reporters/
<i>Campus Security Authority (CSA)</i>			<i>Essential:</i>
By virtue of the associated job duties, this position qualifies as a Campus Security Authority as required by law and USC’s policy at: https://dps.usc.edu/alerts/clery/			No

ACKNOWLEDGMENTS

The above statements reflect the essential and non-essential functions as necessary to describe the principle contents of the job. They are not intended to be a complete statement of all work requirements or duties that may be required of the position. I understand that I may be asked to perform other duties as assigned. USC reserves the right to add or change duties at any time.

The University of Southern California is an Equal Opportunity Employer. USC prohibits discrimination on any basis protected under federal, state, or local law, regulation, or ordinance or university policies. All employment decisions are based on individual qualifications and business need.

I acknowledge receipt of this job description and its associated physical requirements. I have read and understand the job description and job requirements and agree to abide by their contents. I realize that duties may be requested of me that are not specifically stated herein. I understand that I will be expected to adjust to potential fluctuations in work volume. I understand that, if I have any questions about the essential functions or expectations of my position, my supervisor and/or HR partner are available to discuss them with me.

Print Employee Name

Signature

Date

Print Manager Name

Signature

Date

This job description describes the general nature and level of work required by the position. It is not intended to be an all-inclusive list of qualifications, skills, duties, responsibilities or working conditions of the job. The job description is subject to change with or without notice, and Management reserves the right to add, modify or remove any qualification or duty. Nothing in this job description changes the existing at-will employment relationship between the university and the employee occupying the position.