

MANUAL  Student Employment Office Office of Career Services	SECTION  Student Job Description			PAGE 1 / 1 <hr/> REVISED
SUBJECT  <b><i>Graphic Designer for Special Projects</i></b>	RANK  x185	GROUP  V	CBC	PHYSICAL

DEFINITION:

Under limited supervision of the Gallery Director and/or the College Dean, the student usually performs all or part of the following duties:

- (a) Consults with Gallery Director and/or College Dean regarding upcoming Gallery events.
- (b) Designs publicity posters, handouts, notices, catalogues, etc.
- (c) Presents same to Gallery Director and College Dean, as well as cost estimates from printing/reproduction vendors, for approval.
- (d) Consults and assists printers, typographers to insure successful and timely completion of publicity designs.
- (e) Occasionally supervises other student employees working on Gallery projects.

BASIC QUALIFICATIONS:

Graduate student with specialized study in Graphic Design/School of Art and Design, and one year of work experience in a capacity requiring discretionary and independent judgment in the field.