

MANUAL Student Employment Office Office of Career Services	SECTION Student Job Description			PAGE 1 / 1 <hr/> REVISED
SUBJECT Graphic Aide	RANK x182	GROUP II	CBC	PHYSICAL

DEFINITION:

Under the limited supervision of a staff or faculty employee, a student usually performs the following duties:

- (a) Prepares finished ink drawings, layouts, charts, graphs, figures, or floor plans.
- (b) Prepares letters, drawings, layouts, charts, graphs, and other materials by use of freehand and drafting techniques, or by use of mechanical lettering aides.
- (c) Drafts maps and illustrations.
- (d) Does architectural drawing layouts and assists with display work.

BASIC QUALIFICATIONS:

Artistic ability, drafting ability, drafting and basic design knowledge, using standard drafting tools and pencil and ink techniques.

QUALIFICATIONS FOR STARTING AT STEP B:

One year experience.