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| MANUAL<br><br>Student Employment<br>Career Services                | SECTION<br><br>Student Job Description |                |     |          | PAGE<br>1 / 1<br>REVISIED<br>7/18 |
| SUBJECT<br><br><b><i>Graphic Designer for Special Projects</i></b> | RANK<br><br>x185                       | GROUP<br><br>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 the project Manager/Supervisor regarding upcoming events.
- (b) Designs publicity posters, handouts, notices, catalogues, etc.
- (c) Presents to project Manager/Supervisor, the cost estimates from printing/ reproduction vendors, for approval.
- (d) Consults and assists printers, typographers to ensure successful and timely completion of publicity designs.
- (e) Occasionally supervises other student employees working on projects.

BASIC QUALIFICATIONS:

Graduate level student with specialized study in Graphic Design/School of Art and Design, and one (1) year of work experience in a capacity requiring discretionary and independent judgment in the field.