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Student Employment Career Services	Student Job Description	1 / 2 REVISED 5/21

SUBJECT		RANK	GROUP
Desktop Publishing Aide		x049	V

DEFINITION:

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

(a)   Organizes the word processing facet of the work, including but not limited to: draft and final copy of professional standards, policies and procedures; agendas and minutes; periodic and annual reports; correspondence, letters and memoranda; flyers; and educational materials.

(b)   Word processing of material as listed in (a) from handwritten originals and printed materials with numerous hand written corrections and changes to the format and style to produce tables, graphs, flyers, posters, forms, etc.

(c)   With an exceptional degree of accuracy, edits for clarity of concept and proofreads for integrity between original and draft documents, being especially attentive to English usage, grammar, punctuation, and spelling; consistency with the Chicago Manual of Style and the University Identification Manual; and consistency with pre-established style and format applicable to each type of prepared document.

(d)   Uses applicable computer language(s) and program(s), integrating several programs where needed, to enter into the computer(s), track and produce materials in the correct font, style and format through numerous drafts with production deadlines; and, when finished, keeps tables of contents and indices current.

(e)   Analyzes current and nascent equipment/technologies to develop methods for producing materials that are both aesthetically appealing and produced in a cost-effective manner.

(f)   Addresses problems encountered with design, priority and format.

BASIC QUALIFICATIONS:

Must be a graduate level student with a minimum of two years' academic background in computer science; knowledge of PCs, DOS or ability to work with DOS shell; Mac OS or Unix based OS; fluency with word processing software concepts (i.e tables, labels, formatting, mail merges); editorial experience: ability to proofread and ability to prioritize; knowledge of various word processing, spreadsheets, databased software is required.

Graduate level standing can be waived with a computer science related major and 3 years of work experience related to desktop publishing.

SUBJECT	RANK	GROUP	CBC	PHYSICAL
Desktop Publishing Aide	x049	V		

QUALIFICATIONS FOR STARTING AT STEP B:

Basic qualifications with a graduate standing in addition to one year of related work experience.