

MANUAL Student Employment Career Services	SECTION Student Job Description	PAGE 1 / 1 REVISED 5/21
SUBJECT <b>Graphic Designer for Special Projects</b>	RANK x185	GROUP V

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.