

MANUAL Student Employment Career Services	SECTION Student Job Description	PAGE 1 / 2 REVISOR 5/24
SUBJECT <b>Graphic Aide</b>	RANK x182	GROUP II

DEFINITION:

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

- (a) Modifies drawings, layouts, charts, graphs, figures, and floor plans.
- (b) Creates letters, drawings, layouts, charts, graphs, and other materials using freehand and drafting techniques or software tools.
- (c) Drafts illustrations.
- (d) Creates architectural drawing layouts and assists with display work.

BASIC QUALIFICATIONS:

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

QUALIFICATIONS FOR STARTING AT STEP B:

One year's experience and enrolled in a related major.

LEARNING OUTCOMES\*:

- Show an awareness of own strengths and areas for development.
- Seek and embrace development opportunities.
- Establish, maintain, and leverage relationships with people who can help one professionally.
- Voluntarily participate in further education, training, or other events to support one's career.
- Employ active listening, persuasion, and influencing skills.
- Communicate in a clear and organized manner so that others can effectively understand.
- Frame communication with respect to the diversity of learning styles, varied individual communication abilities, and cultural differences.
- Ask appropriate questions for specific information from supervisors, specialists, and others.
- Make decisions and solve problems using sound, inclusive reasoning and judgment.
- Gather and analyze information from a diverse set of sources and individuals to fully understand a problem.
- Proactively anticipate needs and prioritize action steps.

MANUAL  Student Employment Career Services	SECTION  Student Job Description	PAGE 2 / 2 <hr/> REVISED 5/24	
SUBJECT  <b>Graphic Aide</b>		RANK  x182	GROUP  II

- Effectively communicate actions and rationale, recognizing the diverse perspectives and lived experiences of stakeholders.
- Keep an open mind to diverse ideas and new ways of thinking.
- Act equitably with integrity and accountability to self, others, and the organization.

\*Learning outcome descriptions from the [National Association of Colleges and Employers \(NACE\)](#).