

MANUAL Student Employment Career Services	SECTION Student Job Description	PAGE 1 / 1 REVISED 5/21
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/or floor plans.
- (b) Creates letters, drawings, layouts, charts, graphs, and other materials by use of freehand and drafting techniques, or by using software tools.
- (c) Drafts illustrations.
- (d) Does architectural drawing layouts and assists with display work.

BASIC QUALIFICATIONS:

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

QUALIFICATIONS FOR STARTING AT STEP B:

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