

MANUAL Student Employment Career Services	SECTION Student Job Description	PAGE 1 / 2 REVISED 5/24
SUBJECT <b><i>Desktop Publishing Aide</i></b>	RANK x049	GROUP V

**DEFINITION:**

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

- (a) Manages word processing tasks, which include drafting and finalizing documents such as professional standards, policies, agendas, minutes, reports, correspondence, flyers, and educational materials.
- (b) Processes various materials as listed in (a), including handwritten originals and printed materials with multiple handwritten to create tables, graphs, flyers, posters, and forms, adjusting style and formatting as needed.
- (c) Edits documents for clarity and proofreads meticulously to ensure accuracy, focusing on English usage, grammar, punctuation, and spelling. Ensures consistency with the Chicago Manual of Style and the University Identification manual, as well as adherence to established style and format guidelines for each document type.
- (d) Utilizes relevant computer programs and languages, integrating multiple programs as necessary, to input data, track revisions, and produce materials in the appropriate font, style, and format within designated deadlines. Maintains updated table of contents and indices upon completion.
- (e) Evaluates current and emerging technologies and equipment to devise strategies for producing visually appealing materials in a cost-efficient manner.
- (f) Resolves design, prioritization, and formatting issues as they arise.

**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 three years of work experience related to desktop publishing.

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QUALIFICATIONS FOR STARTING AT STEP B:

Basic qualifications with a graduate standing and one year of related work experience.

LEARNING OUTCOMES\*:

- Identify areas for continual growth while pursuing and applying feedback.
- Understand the importance of and demonstrate verbal, written, and non-verbal/body language abilities.
- Frame communication with respect to the diversity of learning styles, varied individual communication abilities, and cultural differences.
- Make decisions and solve problems using sound, inclusive reasoning and judgment.
- Advocate for inclusion, equitable practices, justice, and empowerment.
- Keep an open mind to diverse ideas and new ways of thinking.
- Plan, initiate, complete, and evaluate projects.
- Prioritize and complete tasks to accomplish organizational goals.
- Have attention to detail, resulting in few, if any, errors in their work.
- Listen carefully to others, taking time to understand and ask appropriate questions.
- Collaborate with others to achieve common goals.
- Navigate change and be open to learning new technologies.
- Use technology to improve the efficiency and productivity of their work.
- Manipulate information, construct ideas, and use technology to achieve strategic goals.

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