

MANUAL Student Employment Career Services	SECTION Student Job Description	PAGE 1 / 2 REVISED 5/24
SUBJECT Graphic Designer for Special Projects	RANK x185	GROUP V

DEFINITION:

Under limited supervision of the Gallery Director and 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 various promotional materials, including posters, handouts, notices, and catalogs.
- (c) Presents cost estimates from printing/reproduction vendors to the Project Manager/Supervisor for approval.
- (d) Consults and assists printers and 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.

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.
- Assume duties or positions that will help one progress 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.

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- Proactively anticipate needs and prioritize action steps.
- 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.
- Inspire, persuade, and motivate self and others under a shared vision.
- Serve as a role model to others by approaching tasks with confidence and a positive attitude.
- Act equitably with integrity and accountability to self, others, and the organization.

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