



## Communications Job Function

### Graphics Assistant II Grade 51

#### Summary

Prepares moderately complex layouts, design, and illustrative/graphic artwork for use in department/school publications, scholarly works, and professional journals.

#### Typical Duties

1. Prepares layouts, designs, and formats for use in publications.
2. Prepares layouts and scales photographs, marking them for proper screen values for print reproduction.
3. Performs paste-up duties for publications.
4. Designs posters and other artwork from oral or written instructions.
5. May assist in editing and publication research duties.
6. May assist in coordinating printing, typesetting, and other outside services.
7. Performs related job duties as required.

#### Typical Requirements

*Education:* Associate's degree in graphic arts or equivalent.

*Skills and Experience:* One to two years of related graphic arts experience.

Note: This is a model job description reflecting a sample of typical duties. It is intended to suggest a general level of skill and complexity and as such is not a substitute for the local, specific descriptions for individual jobs.

Other [HUCTW generic job descriptions](#) can be found in HARVie's Union Contracts section.