



Communications Job Function

Graphic Assistant III Grade 53

Summary

Prepares complex layouts, designs, and illustrative/graphic artwork for use in department/school publications, scholarly works, and professional journals and coordinates publication production activities.

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. Lays out and draws artwork such as graphs, maps, charts, posters, signs, and report covers.
4. Performs paste-up duties for publication.
5. Coordinates printing, typesetting, and other outside services.
6. May provide information to faculty, students, and staff regarding design of publications.
7. May assist in preparing professional final designs for presentation.
8. May assist in checking and approving color separations.
9. May assist in editing and publication research duties.
10. May oversee and train other graphic assistants.
11. Performs related job duties as required.

Typical Requirements

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

Skills and Experience: Three or more years of graphic arts and publications 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.