STUDENT ASSISTANT JOB OPPORTUNITY
Production Artist
Student Assistant Level II

Hourly Rate: $11.00 per hour; non-exempt classification

Work Schedule: Up to 20 hours per week as developed with the Graphics Coordinator.
Training Period: Two months, with possibility of extension.

General Statement:
The Production Artist works with the production team to execute paper banners for all University-Student Union programs and other campus events. In addition, s/he will assist with post-production duties.

Specific Duties and Responsibilities:
• Creates banners for all U-SU departments and other campus events
• Develop and maintain banner log sheets on a semester basis
• Archive and track all previous artwork both digital and print
• Update and maintain all graphic libraries and labeling systems
• Assists in print production such as binding, trimming and mounting
• Attends bi-monthly Graphics Department meetings
• Performs other duties as assigned

SKILL REQUIREMENTS:
• Strong communication, time management, and critical thinking skills
• Strong organizational skills and very detailed oriented
• Willingness to work with an ethnically diverse student body and staff
• Ability to replicate existing graphics including logos, illustrations, and clip arts
• Experience in free hand illustration, calligraphy/lettering, or fine art background is preferred
• Basic printing knowledge is required
• Knowledge of basic digital photography is required
• Knowledge of Adobe Creative Suite is preferred

Closing Date:
Review of applications will begin August 14, 2018 and continue until the position is filled; however, the position may close when an adequate number of qualified applications are received. You may print an application from our website: [www.calstatela.edu/usu/employment](http://www.calstatela.edu/usu/employment) and deliver to our U-SU Administration Office in Room 306. A completed application is required.