



STUDENT LABOR POSITION DESCRIPTION
Most Recently Updated March 2004

Position Title: Artist

Must Work 10 hrs/wk.

1) Duties as a Poster Artist:

- *Creating posters, banners, and flyers for campus events.
- *Completing poster requests in a professional and timely manner.
- *Displaying artwork in public areas(the CPO, Baird Lounge, or other specified locations)
- *Removing outdated posters from public areas.
- *Creating artwork for the bulletin boards in the Alumni Building, T.V. Lounge & ATM area.
- *Create artwork/collages to display in the Corner Pocket and Campus Life office.
- *Attending labor meetings (this is REQUIRED by the College)

Poster artists are also expected to:

- *Maintain a clean and safe work area.
- *Assist Campus Life staff in building maintenance and program set-ups.
- *Maintain an accurate Poster Request Log(the office staff needs this information for bookkeeping records).
- *Inform the Artist Supervisor and/or office staff of any circumstances that will affect your ability to complete your duties ASAP.

2) Learning Opportunities:

- a. Labor meetings/training
- b. Cross-training with other department teams
- c. Voluntarily participating in programs/activities sponsored by this department

3) Basic Qualifications

- a. General: Reliability
- b. Skill: Artistic ability
- c. Motivated
- d. Ability to meet deadlines
- e. Creative
- f. Basic computer knowledge (Word, Excel, HTML)

