

Approved

STUDENT LABOR POSITION DESCRIPTION

Pinnacle

Most Recently Updated 03/05/99

Position Title: Artist
Must work 5 hrs/wk.

I. Grade Level: 3

II. Description:

A. The following are the essential duties for an artist of The Pinnacle:

1. Schedules at least two hours per week in the office and attends weekly staff meetings
2. Maintains regular contact with the Editor and Business Manager regarding ad designs
3. Designs graphics (masthead, page numbers, header boxes, etc.)
4. Draws the editorial cartoons and creates any necessary filler
5. Performs other job-related duties as assigned

B. the following are *possible additional* duties for this position:

1. See that the workplace and environs are clean

III. Learning Opportunities:

- A.** Develop the attributes appropriate to Grade 3 positions: an understanding of the importance of initiative; awareness of job-related needs; ability to identify problems; analytical ability; problem-solving ability; and an understanding of the role of standards and leaders.
- B.** Improved artistic skills
- C.** Improved organizational and time management skills

IV. Basic Qualifications

- A.** General: Artistic skills
- B.** Skill: Organizational and time management
- C.** Physical: NA
- D.** Academic: Good standing

IV. Desirable Qualifications:

- A.** Initiative
- B.** Professionalism
- C.** Knowledge of computers, particularly the desktop publishing program

VI. Narrative Summary:

Student designed graphics for the paper and communicated effectively and regularly with the Editor and the Business Manager about those designs. Student also drew the editorial cartoons and was responsible for creating any necessary filler. In addition, the student performed additional tasks as needed.