



Associated Students of Western Washington University

Publicity Center

Graphics Production Specialist

About the Position

The PC Graphics Production Specialist is responsible for operation of large and medium-format inkjet printers, assisting the graphic designers with file preparation for printing, and completing graphic design projects as assigned. The position is intended to work approximately halftime on technical graphics production tasks such as printing, trimming, laminating, etc., and halftime on client-driven design projects.

About the Department

The AS Publicity Center (PC) provides promotional services such as graphic design, printing, reproduction, media coordination, distribution, photography, and coverage in The AS Review to students, student organizations, and some campus departments.

Terms of Position

Position begins after a qualified student is interviewed, selected and submits their employment paper work to the AS Personnel Office. The term of position will generally begin two weeks before Fall quarter and end the Friday of Finals Week the following Spring quarter. Position holder is required to attend any trainings or orientations as required by the Account Executives or Publicity Center Coordinator. Position may begin later in the year or at any point in which a position becomes vacant. This position works an average of 10-15 hours per week .

AS Employment Qualifications

- Maintain a minimum credit load throughout term of position of 6 credits for undergraduates and 4 credits for graduates.
- Maintain a minimum of a 2.00 cumulative grade point average.
- Ability to complete the entire term of the position.

Preferred Qualifications

- **Graphic design experience**
- Organizational and time management skills.
- Ability to communicate and work effectively with a wide variety of people.
- Ability to work collaboratively with multiple people and organizations.
- Ability to work within deadlines and problem solve.
- Customer service skills.
- Basic knowledge of department and position specific responsibilities.
- Working knowledge of Adobe Creative Suite.

AS Employment Responsibilities

- Serve the membership of the Associated Students in a professional and ethical manner by:

- Being familiar with and upholding the AS Charter, all WWU policies, and all AS policies including the Employment Policy, Code of Conduct, and Program Standards.
- Being knowledgeable of the AS organization and its general operations.

• Ensure the legacy of this position by:

- Working with supervisor and Personnel Director to revise and update position job description.
- Developing and maintaining a legacy document for future position holders.

Publicity Center Responsibilities

• Provide Support to the Publicity Center by:

- o Maintaining a minimum of 12 office hours per week coordinated with the Publicity Center Account Executive,
- o Attending periodic Publicity Center staff meetings,
- o Assisting with clients at front desk when needed,
- o Completing other duties as assigned.

Position Responsibilities

• Ensure the timely production of printed promotional materials by:

- o Printing all scheduled projects on large format printer
- o Maintaining inventory of supplies for large format printer and other related equipment.
- o Able to lift large rolls of paper up to 50 pounds, and up to 25 pounds above the head.
- o Meeting daily production milestones assigned.
- o Reporting any material or equipment issues to the Publicity Center Coordinator.

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• Ensure files are prepared correctly for print by:

- o Working with clients and/or design staff to inform them of specific requirements,
- o Sharing learned techniques with design staff.

• Ensure that the AS 6th floor calendar is printed on time by:

- o Coordinating with the AS Communications Office for upcoming event information,
- o Laying out and printing slips for 6th floor calendar.
- o Delivering materials to the VU Information Coordinator on a regular schedule.

• Ensure departmental development by:

- o Monitoring and recommending emerging practices and products that may improve delivery of service.

• Ensure graphic design projects are completed to client satisfaction and within deadlines by:

- o Addressing client questions and input through project management software
- o Posting design drafts and updates as project progresses to completion

Wage

This position will receive a Graphic Artist 2 wage, which is \$11.00 per hour.

Reportage

This position reports directly to the Account Executive.

This job description is subject to change in accordance with the AS Employment Policy.
 The Associated Students is an Equal Opportunity Employer.
 Revised on March 4th, 2016.