HFS Student Signage Technician Job Description

Working Title: Housing Facilities Services Student Signage Technician

Classification: All

Position Summary: The student signage technician creates and installs laminate signage for various locations in on campus housing facilities based on work requests and supervisor direction. Signs are created using a computer based engraving system. Installation requires traveling to the 25 different housing facilities on foot or via department vehicle/electric cart. Performs other miscellaneous duties related to the department’s Housing Facilities Services unit as needed.

Compensation: $9.25/hour

Supervisor: Lisa Marie Martinez

Qualifications:
1) Currently enrolled at Texas State University
2) A minimum overall GPA of 2.25
3) Previous experience with InDesign, Photoshop or AutoCAD design software
4) Ability to meet deadlines and work independently
5) Attention to detail and ability to problem solve
6) Availability to continue working during the summer is preferred
7) Strong organizational and communication skills
8) All staff hired must pass required background checks and be eligible to drive university gas and electric vehicles

Expectations:
1) Be on time and work throughout your scheduled hours
2) Be willing to help other employees, students and guests
3) Be willing to be trained on in house engraving machine
4) Communicate any scheduling conflicts or work issues with supervisor in advance
5) Represent the department positively and professionally