

## 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 23 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

HOUSING & RESIDENTIAL LIFE

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