BU Job Series Matrix

Job Family: Administrative Services **Job Series Title:** Graphics Technician **Job Series Code:** L10

Job Title: Graphics Technician I

Job Classification Code: 3782

Pay Range: A14

Exemption Classification: Non-exempt

Effective/Revision Date: 08/10/18

Job Responsibilities

- Employees in this classification perform drafting and illustrating work. The supervisor and/or other staff provide detailed instructions covering all aspects of the assigned work and reviews finished projects.

Characteristic Duties

The duties listed under this section are designed to provide a representative sampling of key tasks and/or responsibilities associated with the job. They are not intended to be a complete list of all the duties performed by employees in the classification.

- Create detailed drawings and illustrations using drawing programs, including tracing or drawing graphs.
- Interact with staff members who provide detailed directions for creating drawings and designs.
- Present drawings for feedback.
- May utilize simple drafting aids including but not limited to: Solidworks, 3D CAD Programs, eMachineShop, fSTLView to develop illustrations

Minimum Education and Experience Required

High School diploma, GED or equivalent.

Minimum Qualifications

⋅ Course work in mechanical drawing or related subject or demonstrated aptitude and interest in graphic work.

Certificates and Licenses Required

Physical Requirements

- Manual dexterity.
- Frequently perform desk-based computer tasks, stand/walk, sit, grasp lightly/fine manipulation.
- Occasionally twist/bend/stoop/squat, grasp lightly/fine manipulation, use a telephone, lift/carry/push/pull objects that weigh up to 10 pounds.

Working Conditions

Work Standards

- Interpersonal Skills: Demonstrates the ability to work well with Stanford colleagues and clients and with external organizations.
- Promote Culture of Safety: Demonstrates commitment to personal responsibility and value for safety; communicates safety concerns; uses and promotes safe behaviors based on training and lessons learned.
- Subject to and expected to comply with all applicable University policies and procedures, including but not limited to the personnel policies and other policies found in the University's Administrative Guide, http://adminguide.stanford.edu/. and the appropriate collective bargaining agreement at https://cardinalatwork.stanford.edu/working-stanford/policies/labor-relations-collective-bargaining