

SCIENTIFIC GRAPHICS SPECIALIST *

Function of Job:

Under general supervision, to provide quality reprographic, drafting, photography and electronic assembly support to research groups as assigned.

Characteristic Duties and Responsibilities:

1. Provide guidance to writers and prepare drawings for journal and theses publication including schematics, block diagrams, electronic/electrical computer flow charts, mathematical equations, etc.
2. Prepare drawings for research scientists such as graphs, charts and data from experiments, and proposal drawings for grants which are used to conduct further research and scientific investigations.
3. Provide photographic support for class lectures and scientific conferences, including slides, photographs and overhead transparencies, through use of both 35mm and stat cameras.
4. Be responsible for taping printed circuit masters, producing accompanying negatives, and providing printed circuit boards for various research projects.
5. Advise project directors on proper layout of items to enhance the college/university image to contracting agencies.
6. Be responsible for maintenance of equipment, supplies and inventory for assigned photographic lab, graphic arts lab and/or dark room facilities, including printed circuit board etching facilities.
7. Provide assistance i graphics design on brochures/pamphlets for graduate and undergraduate recruitment.
8. Use CAD/CAM equipment to enhance graphic capabilities.
9. Supervise, train and schedule work of student full or part-time help as assigned.
10. Maintain files or printed circuit masters, drawings, and negatives of drawings or equipment.
11. Perform related duties as assigned.

Minimum Acceptable Qualifications:

1. Two years of technical college and five years of experience in the field of illustration, including drafting, photography, printed circuit boards, electronic assembly and reprographics or bachelor's degree and three years of related experience.
2. Skill in the use of tools or equipment used in ink drawing on paper or plastic.
3. Elementary knowledge of science as determined to be appropriate by hiring department.
4. Skill in the reworking of drawings.

Additional Desirable Qualifications:

1. Technical training in the fields of optical instrumentation or watchmaking.
2. Skill in the use of CAD/CAM equipment.

4/6/84

System Approval

4/6/84

Effective Date

This document is a generic classification specification of the University System of New Hampshire. Its purpose is to describe the representative responsibilities and general level of complexity, and it is not a substitute for the specific job description of the individual position.

* Revised - Original approved 10/4/74, as "Scientific Illustrator."