

Sul Ross State University
Position Description

Official Title: Scientific Illustrator

Salary Group: Classified 10

Job Code: 3275

Summary

Function: To create illustrations for publications or other functions.

Scope: Illustrations will be prepared primarily for the Center for Big Bend Studies with other University areas as needed.

Duties

Essential: Creates and/or develops drawings, diagrams, charts, maps, photographic lay-ups, and other scientific materials of publishable and/or exhibit quality in the fields of archaeology, history, and related disciplines; produces pen and ink, water color, and mixed media illustrations for use in publications or other functions as required; assists other staff in the design and development of materials used in public outreach, scientific, and educational programs; maintains department webpage and Facebook page; performs layout duties to facilitate production of annual journal, newsletter, and other publications. Responsible for personal safety and the safety of others; must exercise due caution and practice safe work habits at all times.

Non-Essential:

Supervision

Received: Reports to the Director of the Center for Big Bend Studies

Given: None

Education

Required: None

Preferred: B.F.A., B.A., or B.S. in Social Science, Fine Arts, or Computer Science

Experience

Required: Demonstrated ability to prepare publishable quality technical art work

Preferred: Computer graphics experience

Equipment/Skills

Required: Technical drafting using various means, including strong computer graphic skills

Preferred:

Working Conditions

Usual: Exempt from overtime provisions. Position is Security Sensitive.

Special: Some Archaeological-related field work and travel required.

Any qualifications to be considered as equivalents, in lieu of stated minimums, require the prior approval of the Human Resources Director.

Date revised: March 2012