Appendix I

Responsibilities/Duties of the ECHO Student Graphics Manager

A. Designs working templates and style sheets for newspaper pages.
B. Designs and places (or oversees placement of) text and graphics in newspaper layout for each month’s issue.
C. Collects ads or ad material to format and/or design according to advertisers’ specifications, including material from national ad representatives.
D. Communicates with publishing house prior to completion of issue.
E. Sends publication files to publishing house, and remains on call for any printing problems.
F. Trains editors and staff to operate any and all publishing and editing software.
G. Provides technical support for staff.
H. Assist in billing for advertisers.
I. Assists in process of updating computer equipment and software by analyzing current and future needs in the production department.
J. Supervises graphics staff and coordinates all visual material (photos, graphics and ads) for each issue.