

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.