Job Title: Sign Shop Assistant

BCAT Code: 091X34  Effective Date: June 1, 2011
Pay Grade: G10  FLSA Status: Non-Exempt  Revision Date: July 1, 2013

General Description
Works in the field of architectural sign systems and serves as a hand on person to create, design, and produce signage products.

Examples of Duties
- Provides design and production of signage support.
- Supports the Sign Shop Foreman directly on design projects, generating sign layouts, the architectural sign assembly, and name plate engraving.
- Meets with customers and interprets user requirements.
- Generates computer graphics and install them on various substrates in accordance with American with Disabilities Act (ADA) and University sign standards.
- Provides cost estimates and production timelines.
- Reviews and proves design layouts.
- Keeps an up-to-date electronic production file of orders, specifications, layouts, materials, and complete signage graphics.
- Performs other related duties as assigned.

Knowledge, Skills and Abilities
- Knowledge of signage assembly, layout artistry, and architectural sign installation.
- Knowledge of routing, painting, and vinyl graphics.
- Good reading, spelling, and communication skills.
- Ability to use power tools and operate a computer.
- Ability to perform installations with the most current floor plans.
- Ability to identify customer requests.
- Ability to accurately install signs.

Minimum GSU Hiring Standards
High school diploma or GED and one year of experience in sign layout.

The above is a general description of duties performed by employees holding this job title and does not represent a complete list of duties that may be assigned to an employee.