

*RIT Student Employment*  
Job Description Form

REQ# 188 – 501

**Job Title:** Sign Maker I

**Department:** Facilities Management Services

**Department Contact:** Elisabeth VanScoter

**Phone No.:** 475-4703

**Building:** Facilities Management Services, Bldg. 99

**Room No.:**

**WAGE:**

**DAYS:** Sun-Sat (Flexible)

**HOURS:** (Flexible)

**HOURS/WEEK:** Up to 20

**Position Summary:** Work with fulltime staff member to design, fabricate and install directional and informational signage campus wide

**Essential Functions:**

Create both standard and ADA signage using a computerized signage system

Prepare signage materials using specialized power equipment

Utilize masonry drills and various anchoring systems to install oak signage plaques

Repair wall surfaces and paint doors and frames

**Non-essential Functions:**

**Qualifications / Special Skills Required:**

Valid driver's license required - All verbal or written employment offers will be contingent upon completion and clearance of a criminal and/or Motor Vehicle background check

Mechanical ability

Computer skills

Good work ethic and ability to work independently

Must have worked 3 quarters as Sign Maker

**Qualifications / Special Skills Preferred:**

Background in signage layout and design

Experience with New Hermes signage equipment/software

**Level 5**