UNIVERSITY OF SOUTHERN CALIFORNIA
Medical/Dental Illustrator
Job Code: 185207

Grade: G
OT Eligible: Yes
Comp Approval: 9/13/1993

JOB SUMMARY:
Produces quality artwork for use in medical or dental research and teaching. Works independently, with faculty review to ensure clinical accuracy.

JOB ACCOUNTABILITIES:

* E/M/NA % TIME

- ( ) Communicates with faculty regarding their needs and desires to determine direction and focus of medical or dental artwork requested.
- ( ) Determines layout and production design.
- ( ) Produces artwork for teaching and research purposes, using various computerized graphics programs in an IBM or Macintosh environment.
- ( ) Provides leadership and guidance to other employees and/or student workers performing similar work within unit, as assigned.
- ( ) Schedules, assigns and prioritizes workloads. Sets appropriate deadlines. Monitors employee performance on day-to-day basis. Ensures timely completion of unit’s work.

Performs other related duties as assigned or requested. The University reserves the right to add or change duties at any time.

*Select E (ESSENTIAL), M (MARGINAL) or NA (NON-APPLICABLE) to denote importance of each job function to position.

EMERGENCY RESPONSE/RECOVERY:

Essential: ☐ No
☐ Yes

In the event of an emergency, the employee holding this position is required to “report to duty” in accordance with the university’s Emergency Operations Plan and/or the employee’s department’s emergency response and/or recovery plans. Familiarity with those plans and regular training to implement those plans is required. During or immediately following an emergency, the employee will be notified to assist in the emergency response efforts, and mobilize other staff members if needed.

JOB QUALIFICATIONS:

Minimum Education: Bachelor’s Degree

Minimum Experience: 1 Year

Minimum Field of Expertise:
Biological sciences (preferably medical/dental), illustration.

**Preferred Experience:**

2 Years

**Preferred Field of Expertise:**

BS, biological sciences; BFA, illustration, dental/medical illustration experience.

**Skills: Machine:**

- Personal Computer
- Photocopier

**Supervises: Level:**

Leads employees performing similar work on a project basis

**SIGNATURES:**

Employee: ______________________________  Date: ______________________________

Supervisor: ______________________________  Date: ______________________________

The above statements are intended to describe the general nature and level of work being performed. They are not intended to be construed as an exhaustive list of all responsibilities, duties and skills required of personnel so classified.

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