

TYPESETTER/GRAPHIC DESIGNER DUTIES AND RESPONSIBILITIES

Typesetting, page layout and design of documents/booklets such as preparation of:

- University Academic Calendar
- Graduation Booklet
- Graduation invitation cards
- Design departmental brochures
- Design departmental Newsletter
- Prepare badges and labels for events in the institution
- Design covers for the same publications
- Web champion: Update and upload content in the departmental website
- Perform administrative duties as assigned by the Head of Department.
- To participate efficiently and effectively in the co-ordination of activities that enhances university branding like Trade Fairs and Graduation Ceremonies.

Any other duties as may be assigned by Department

