

PRINTING ASSISTANT

DEFINITION

Under general direction, plans, coordinates, and participates in the operation of Campus Printing Services.

TYPICAL DUTIES

Plans and coordinates the production and technical operations of the Campus Printing Services from concept to delivery, including production arrangements for work to be performed on or off campus. Coordinates and assists in the design, organization, and production of printed material for promotional and instructional use. Prepares specifications for quotes and bids for vendor production; develops production cost schedules; coordinates timelines and deadlines; writes and edits advertising material; and ensures that print material content and visual quality are in accordance with District policies. Serves in an advisory capacity in the areas of marketing and design. Communicates with students, staff, and other individuals to disseminate or explain information. Maintains accounting of expenditures and chargebacks; and prepares budgetary estimates and reports. Operates office machines, such as copier, scanner, fax machine, and computer. Performs related duties as required.

QUALIFICATIONS

EXPERIENCE

Two years of experience in print production operations or a related field, or two years of Graphic Artist experience with increasing responsibility.

EDUCATION

Completion of an AA degree with an emphasis in public relations, journalism, printing/graphic arts, or related subjects.

KNOWLEDGE OF

Knowledge of organization, operation, and current practices of printing and publishing trades, including telecommunications. Knowledge of printing/mailroom equipment and methods including copying, finishing and mailing equipment; and production methods and materials. Knowledge of development and production of marketing publications; theory and application of color, design, and layout; and common computer applications including word processing and graphics packages. Knowledge of writing and editing techniques with an emphasis on advertising; public relations and marketing; and college budget process. Knowledge of administrative and clerical procedures and systems; correct English usage, spelling, and vocabulary; and letter and report writing formats; and numbers and arithmetic, including their operations, interrelationships, and their applications.

SKILL IN

Skill in developing approaches for implementing an idea; generating a number of different approaches to problems; reorganizing information to get a better approach to problems or tasks; and observing and evaluating the outcomes of a problem solution to identify lessons learned or redirect efforts. Skill in knowing how to find information and identifying essential information; listening to what other people are saying and asking questions as appropriate; understanding written sentences and paragraphs in work related documents; and communicating effectively with others orally and in writing as indicated by the needs of the audience.

ABILITY TO (ESSENTIAL FUNCTIONS)

The ability to perform the basic functions of the position; sustain regular work attendance; work cooperatively and effectively with the public, students, faculty and staff; exercise initiative and mature judgment; work as a member of a team; and meet schedules and time lines. The ability to organize and coordinate the work flow of printed material production; use typesetting and graphics equipment as necessary; distinguish between colors to match pantone colors; and operate microcomputers. The ability to read and write at the level required for successful job performance; and write, edit, and design campus publications and marketing pieces. The ability to maintain a reporting system for project chargebacks; analyze situations accurately and recommend effective action; and learn, interpret and apply specific rules and policies with good judgment. The ability to work independently with minimum supervision. The ability to add, subtract, multiply, or divide quickly and correctly; and operate modern office equipment.

TYPICAL EQUIPMENT USED (May include, but not limited to)

Printing/mailroom equipment and methods including copying, finishing and mailing equipment. Office machines, such as copier, scanner, fax machine, and personal computer.