

COLLEGE OF CENTRAL FLORIDA

JOB DESCRIPTION

JOB TITLE: PRINTING ASSISTANT

PAY GRADE: C-4

OVERTIME STATUS: NON-EXEMPT

MAJOR RESPONSIBILITY:

Operation of the duplication area.

At the College of Central Florida, our vision is "To be the first choice for quality higher education in our community." We aim to accomplish this by providing a caring and exceptional learning environment that fosters the success of our students and community. Candidates considering becoming part of the CF family must be able to embrace and model this philosophy in their day-to-day responsibilities and demonstrate our standards: professional, responsive, informative, dependable and engaged.

PREREQUISITES FOR POSITION (Qualification Standards):

1. Education or training: High school diploma or GED equivalent required.
2. Years of experience in field: Six months printing experience required. Familiar with production type printers/copiers. Heavy lifting of 70 lbs. or more.
3. Special skills or abilities related to position: Positive human relations skills; knowledge of all equipment relating to printing requests; ability to establish and maintain effective working relationships with employees, students, and the general public. Basic computer skills.

ESSENTIAL JOB FUNCTIONS:

1. Duplicating, folding, hand-stapling, seal wrapping, binding, lamination, drilling, and gluing.
2. Using a cutting machine
3. Organize supplies, notify supervisor when to order supplies.
4. Provide relief on switchboard.
5. Contact requestor upon completion of printing.

Revised 5/4/2012

Revised 1-28-04

6. Call for repairs on equipment.
7. Respond to visitors questions.
8. Respond to customer questions.
9. Answering numerous phone calls daily regarding printing requests.
10. Assisting in preparation of printing layouts.

PRINTING ASSISTANT

PAGE 2

ESSENTIAL JOB FUNCTIONS (Continued):

11. Take supply orders for various departments and record in Supply Log Book.
12. Responsible for cleaning work area.
13. Assisting bookstore in supplying manuals for various departments.
14. Train students, faculty, etc. on how to operate shredder and maintenance on equipment.
15. Provide assistance (when needed) in the mailroom.

(These essential job functions are not to be construed as a complete statement of all duties performed. Employees will be required to perform other job related marginal duties as required)

ESSENTIAL PHYSICAL SKILLS

- Acceptable eyesight (with or without correction)
- Acceptable hearing (with or without hearing aid)
- Ability to communicate both orally and in writing
- Ability to access file cabinets for filing and retrieval of data.
- Ability to sit at a desk and view a display screen for extended periods of time.
- Ability to access, input and retrieve information from a computer.
- Walking
- Standing
- Lift paper weight (approximately 70 pounds)
- Bending
- Sitting
- Twisting
- Driving

ENVIRONMENTAL CONDITIONS

- Works in a production environment

(Reasonable accommodations will be made for otherwise qualified individuals with a disability.)

PRIMARY LOCATION OF JOB: CF Printing services - Building 32, Room 102

Revised 5/4/2012

Revised 1-28-04

SUPERVISOR OF POSITION:

Manager – CF Printing and Postal Services