

# COLLEGE OF CENTRAL FLORIDA

## JOB DESCRIPTION

JOB TITLE: PRINTING ASSISTANT  
(Part-time – Not to exceed 25 hours per week. Flexible Schedule.)

PAY GRADE: C-2

OVERTIME STATUS: NON-EXEMPT

### MAJOR RESPONSIBILITY:

Operation of the duplication area.

At the College of Central Florida, our vision is to be "Your first choice for quality higher education." 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 the 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 the 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. Duplicate, fold, hand-staple, seal wrap, bind, laminate, drill, glue, crease, and assist with bulk mailing.
2. Using a cutting machine
3. Organize supplies; notify the manager that supplies are needed.
4. Contact the requestor upon completion of printing.
5. Contact the manager for repairs on equipment.
6. Respond to visitors' questions.
7. Respond to customer questions.
8. Answering numerous phone calls daily regarding printing requests.
9. Assisting in the preparation of printing layouts.

ESSENTIAL JOB FUNCTIONS (continued):

10. Responsible for cleaning work area.
11. Train students, faculty, etc. on how to operate shredders and maintain equipment.
12. Assist (when needed) in CF Postal Services.

(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)

PHYSICAL DEMANDS:

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform essential functions.

- Acceptable eyesight (with or without correction).
- Acceptable hearing (with or without a hearing aid).
- Ability to clearly communicate both orally and in writing on a telephone and on a computer for extended periods of time.
- Routinely requires sitting at a desk and viewing a display screen for extended periods of time.
- Ability to access, input, and retrieve information from a computer or other electronic device.
- Routinely requires heavy (40 pounds or more) lifting and carrying.
- Routinely requires walking, standing, sitting, kneeling, stooping, reaching up, twisting, and bending.
- Lift paper weight (approximately 70 pounds)

ENVIRONMENTAL CONDITIONS

- Works in a production environment.

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

PRIMARY LOCATION OF JOB:           OCALA CAMPUS (CF PRINTING SERVICES), BLDG. 32

SUPERVISOR OF POSITION:           MANAGER OF CF PRINTING AND POSTAL SERVICES