

COLLEGE OF CENTRAL FLORIDA

JOB DESCRIPTION

JOB TITLE: PRINT AND DESIGN SPECIALIST

PAY GRADE: C - 8

OVERTIME STATUS: NON-EXEMPT

MAJOR RESPONSIBILITY:

Under the direction of the Manager of Printing and Postal Services operate reproduction equipment in the printing and assembling of college materials. With the use of technology based equipment perform operations such as copying, folding, perforating and related functions. Manage the overall operations of the college 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. Associate degree is preferred.
2. Years of experience in field: One year printing experience required. Familiar with production type printers/copiers. Must have experience with digital presses and wide format printers. One year design experience required with knowledge in Microsoft Word, Excel & Publisher and Adobe InDesign, Illustrator & Photoshop.
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. Must understand and be able to work with Pantones, RGB and CMYK color management.

ESSENTIAL JOB FUNCTIONS:

1. Possess creativity and a strong sense of concept development, as well as problem-solving, research, and graphic manipulation abilities.
2. Capable of executing a variety of design projects, such as advertisements, signage, branding, and direct mail.

ESSENTIAL JOB FUNCTIONS: (Continued)

3. Operation and care of duplicating machines and related equipment; paper stock and other supplies used in duplicating work; general bindery procedures.
4. Duplicating, folding, hand-stapling, seal wrapping, binding, lamination, drilling, glue and spiral binding and cutting equipment.
5. Maintain and track printing supplies.
6. Meet tight deadlines.
7. Responsible for maintaining OSHA standards (safety standards) within the Print Shop.
8. Assist bookstore in printing manuals and books for CF departments.
9. Supervise and train work study students on print shop protocols and methods.
10. Train faculty and staff on required paperwork for submitting print requests.
11. Delivery of finished print projects across the main Ocala campus when necessary.
12. Other duties as assigned.

(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 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 over a telephone and on a computer for extended periods of time.
- 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

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 accommodation may be made to enable individuals with disabilities to perform the essential functions.

- Acceptable eyesight (with or without correction)
- Acceptable hearing (with or without hearing aid)

PHYSICAL DEMANDS: (Continued)

- Ability to 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 Moderate (up to 40 pounds) lifting and carrying
- Routinely requires Walking, Standing, Sitting, Kneeling, Stooping, Reaching up, Twisting and Bending.

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

SUPERVISOR OF POSITION: Manager – CF Printing and Postal Services