Saint Michael’s College
Job Description

Job Title: Print Services Coordinator, Press Operator

Department: Auxiliary Services

Supervisor or Manager: Manager of Printing and Mailing

Date Created: 4/15/05 Last Revised: 3/14/12 FLSA Status: NE

Our Mission: It is the mission of Saint Michael’s College to contribute through higher education to the enhancement of the human person and to the advancement of human culture in the light of the Catholic faith.

Major Objectives:
• Print Services is run with the technical resources of a full range of printing services, the best copying equipment, techniques and materials, and applied knowledge of printing production standards
• Customer needs are assessed, proper recommendations are made, and job specifications are written to have the work produced outside or in-house
• Inquiries to department are answered quickly, courteously, and correctly
• Customers are satisfied with materials and time frames are met, avoiding down time
• Printing and Mailing team is supported by providing knowledge of graphic arts, and serves as resource to other departments who need assistance resolving complex problems
• Inventory is monitored responsibly
• Daily printing issues are resolved

Essential Duties and Responsibilities:
• Consults with managers and graphic designer frequently about production or job quality problems, and vendors on cost problem resolution
• Performs physical tasks that support reproduction services or document finishing services such as cutting, binding, and folding
• Operates Digital Reproduction devices
• Handles cash, cash receipts, and cash register operation
• Monitors and tracks job-related inventory in a responsible manner
• Assesses customer’s needs and advises on technical matters. (e.g. materials to use, format) and presentation to develop job specifications
• Produces printed material according to job requirements and application of existing procedures and guidelines
• Executes jobs that may require layout, folding, cutting, laminating, and binding
• Answers customer’s questions; provides suggestions and information regarding job requests
• Handles a wide range of assignments from preparing a single document for reproduction to producing complex reports, brochures, and multi-colored documents
• Applies knowledge of black and white as well as color photocopy techniques and equipment
• Maintains and repairs all Print Shop machinery as needed

Secondary Responsibilities:
• Trains, orients and supervises work study students to use various machines in the Print Shop, such as photocopier, cutter, folder, binder, padding machine, and cash register

Positions Supervised:
• Work study students (5)

Major Contacts:
• Manager of Printing and Mailing
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- Mail Clerk
- Graphic Designer
- All campus faculty, staff, alumni, and some students.
- Sales personnel and outside vendors.
- Service technicians

**Demonstrates Excellence:**
- Facilitates great professional relationships with supervisors, co-workers, outside services, faculty/staff, and students
- Demonstrates a high level of knowledge and understanding of print production and graphic arts
- Works in a highly detail-oriented manner while juggling constantly changing demands and job priorities
- Communicates extremely well with team members to ensure quality work and job satisfaction
- Willingly and competently assumes the duties of the Manager of Printing and Mailing in his/her absence
- Trains work study students effectively to have a proficient understanding of print production process
- Keeps inventory and accounts at an optimal level and an extremely organized work environment
- Provides excellent customer service and ensures that all jobs are done exactly to specification

**Education and Work Experience:**
- High school diploma plus some post-secondary education, work experience, or specialized training
- Previous experience with all phases of graphic arts and working knowledge of press, camera, folding, composition, layout, color, and inks

**Analytic Skills:**
- The ability to use various analytical techniques to identify cause-and-effect relationships and then develop plans to change a situation.

**Language and Literacy Skills:**
- Reads and interprets documents such as operating instructions, procedure manuals, and College policies to guide own behavior. May need to spend substantial time on the telephone or in meetings to gather necessary information and plan projects. May need to respond to questions and solve problems for people using communications skills. Has the demonstrated ability to prepare or revise written reports or other documents.

**Computer/Technology Skills:**

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**Licenses, Certifications and Other Requirements:**
- Valid driver's license

**Physical Demands:**
Work is often performed in a typical non-office environment requiring:
- Standing and/or walking for extended periods of time
- Reaching by extending hand(s) or arm(s) in any direction
- Dexterity sufficient to manipulate objects with fingers, for example operating a computer keyboard
- Basic agility for lifting and maneuvering large amounts of weight
- Communication skills using the written and/or spoken word
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- Vision sufficient to see objects within normal parameters, peripherally and at a distance  
- A great deal of physical effort, often required to balance, stoop, kneel, crouch or crawl  
- Some degree of exposure to physical risk

While performing the duties of Printing Coordinator/Press Operator, the employee is occasionally required to lift and/or move 51–100 pounds.

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 a disability to perform the essential functions.

**Additional Requirements for the Job:**

- Willingness and ability to pick up supplies from off-campus vendors to meet deadlines  
- Capacity to assume Manager of Printing and Mailing’s duties when absent

The above job description in no way states or implies that these duties are the only duties performed by this employee. The incumbent is expected to perform other related duties necessary for the effective operation of the College.