Title  College Print Shop Assistant
Title Code  04805
FLSA Status  Non-Exempt
Date Issued  December 01, 1985

General Duties and Responsibilities

This class of positions encompasses the performance of entry-level work in the field of college print shop activities. There are two assignment levels within this class of positions. In addition to the following typical assignments, all employees perform other related duties.

Qualification Requirements

1. Possession of a high school diploma, or equivalent, preferably from a trade, vocation, or technical, and
2. Six (6) months experience in basic printing, duplicating, and/or reproduction work, or
3. A combination of education and/or experience which is equivalent to requirements 1 and 2.
4. A degree of manual dexterity and visual acuity is necessary.

General Work Tasks

Assignment Level I

- Under close supervision, performs simple and repetitive work using uncomplicated reproduction and auxiliary equipment according to standard operating procedures. Such work includes: setting up, operating, and maintaining quick-copy equipment and folding, saddle stitching, collating, binding, punching, padding, and cutting the equipment; operating addressograph, inserting, and mailing equipment; picking up and delivering work; performing recordkeeping, housekeeping, and inventory tasks.

Assignment Level II

- Under moderate supervision performs basic printing and duplicating work using standard equipment and machinery to produce black and white and single color line items. Such work includes: setting up, operating, and maintaining offset press and duplicating machines, automatic collating, folding & stapling, and binding equipment; crating photo offset masters by the photo direct method; mixing inks and chemicals; performing recordkeeping, housekeeping, and inventorying tasks.

Direct Lines of Promotion

FROM:  None  TO:  College Print Shop Associate