POSITION DESCRIPTION:  TITLE  College Print Shop Associate
CODE  04806
DATE  12/01/85

GENERAL STATEMENT OF DUTIES AND RESPONSIBILITIES:

This class of positions encompasses the performance of
intermediate-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.

EXAMPLES OF TYPICAL TASKS:

Assignment Level I - Under general supervision, with some lati-
tude for independent action, performs moderately complex repro-
ducing and processing work using a variety of printing, duplicat-
ing, reproduction, and auxiliary equipment to produce black and
white, halftone, and close register items. Such work includes:
setting up and operating to job specifications moderately complex
equipment; creating photo offset masters by the photo direct or
electrostatic method; performing binding work; collating on
automatic collators; also, may lead a small group in printing,
collating, and binding work; performing recordkeeping, housekeep-
ing and inventorying tasks.

Assignment Level II - Under general supervision, with some
latitude for independent action, performs complex reproducing and
processing work using a variety of printing, duplicating, repro-
duction, and auxiliary equipment to produce a range of printed
matter. Such work includes: creating photo offset masters using
a variety of techniques; stripping line and halftone negatives at
close tolerance in exact register; also, may lead a small group in
platemaking, stripping, binding, printing, and collating; also,
may perform minor, routine maintenance and repair work on equip-
ment; also, may supervise the activities of a college graphics
area and/or mailroom and messenger services; performs
recordkeeping, housekeeping, and inventorying tasks; also, may
train print shop staff.
QUALIFICATION REQUIREMENTS:

1. Possession of a high school diploma, or equivalent, preferably from a trade, vocational, or technical school, AND

2. Two (2) years of experience in printing, duplicating, reproduction, platemaking or similar 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, as is a mechanical aptitude.

DIRECT LINES OF PROMOTION:

FROM: College Print Shop Assistant

TO: College Print Shop Coordinator