

Wright State University
CLASSIFIED JOB SPECIFICATION
Printing Production/Copyright Coordinator

I. JOB INFORMATION

Job Title: Printing Production/Copyright Coordinator (CS 04)

Job Class: 31411 FLSA Status: Non-Exempt

II. JOB SUMMARY

Under general direction and in accordance with detailed operating instructions, provides assistance to the manager of internal productions and operations by purchasing paper, processing jobs, coordinating production of publications, and maintaining records.

III. PRIMARY DUTIES AND RESPONSIBILITIES

- Types and reviews estimates, submits bids, writes job specifications, works with customers and maintains records.
- Purchases external printing and promotional items for clients including fine and commodity papers.
- Coordinates production of Class Notes Publications for sale.
- Obtains copyright permissions for inclusion in course packets.
- Pulls negatives and artwork, writes specifications and enters data.

Note: This is not an inclusive list of duties and responsibilities.

IV. MINIMUM EDUCATION, EXPERIENCE, KNOWLEDGE, SKILLS, AND ABILITIES

Two years of post-secondary education and one year of (FT) related work experience OR, a high school diploma or GED and three years of related work experience. A bachelor's degree in a related field may be substituted for the required work experience. Thorough knowledge of printing, graphic arts, copyrights and paper industry. Excellent customer service skills. Strong interpersonal skills. Ability to calculate basic math.

V. WORKING CONDITIONS

Conditions may require walking, stooping, pushing, pulling, lifting (less than or equal to 40 pounds), bending, handling equipment and materials.

VI. WSU TESTING/EXAMINATIONS REQUIRED

None

VII. CERTIFICATIONS OR LICENSURE(S) REQUIRED*

None

VIII. JOB SERIES

31410

This specification is intended to illustrate the level of complexity and kinds of job duties that may be assigned to positions with this classification title, and should not be interpreted to describe all the duties that may be included in a job description.