

Wright State University
BARGAINING UNIT JOB SPECIFICATION
Printing Technician (PRNTC)

I. JOB INFORMATION

Job Title: Printing Technician (PRNTC)

Job Class: 75074 FLSA Status: Non-Exempt Bargaining Unit: TM

II. JOB SUMMARY

Under general supervision, produces graphic and/or reproductions material for publications used to promote or enhance the University's image.

III. PRIMARY DUTIES AND RESPONSIBILITIES

- **Uses desktop publishing software, electronically merging graphics and text by scanning and placing photographs and graphics, manipulating color builds, typesetting and paginating documents.**
- **Electronically transmits jobs and prepares database files.**
- **Consults with clients pertaining to ideas and concerns regarding their publications. Make suggestions and/or recommendations to clients.**
- **Creates and updates spreadsheets for tracking and billing purposes.**
- **Electronically processes mailing and negatives using various software programs.**
- **Assists in other areas of Printing Services when necessary.**
- **Trains staff members on various software, mailing requirements, and preparation of database files for mailing.**

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

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

An advanced two year degree in graphics; OR a high school diploma or equivalent plus three-years of experience in graphics, desktop publishing, or typesetting is required. Knowledge of the use of computers and various software packages associated with the printing industry is required. Must be able to read, write and comprehend common vocabulary.

V. WORKING CONDITIONS

Conditions may require walking, stooping, climbing, pushing, pulling, heavy lifting (less than or equal to 65 pounds), high climbing, bending, working in awkward positions handling equipment and materials. Exposure to toxic gas, chemicals, high pressure gases, dangerous machinery, fumes and contact with insulation, dust particles and asbestos, and danger of electrical shock may

exist. There are conditions, equipment and materials present which require proper handling to ensure safety. Any combination of overtime, shift work, weekend and holiday work may be required.

VI. WSU TESTING/EXAMINATIONS REQUIRED

A pre-employment examination to determine proficiency and accuracy with computers is required.

VII. CERTIFICATIONS OR LICENSURE(S) REQUIRED*

*Employees who operate University vehicles, or as a condition of employment, whose jobs require that they operate University vehicles, or that they operate their personal vehicles on University business, are subject to Wright Way Policy #2601, and must consistently meet the requirements of Risk Management for employees who drive under these circumstances.

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.