

Sam Houston State University Human Resources

Staff Classification Description – Bindery Worker

Skill Category: Technical/Para-Professional

Position (Employee) Class: 7N120 (N1)

Grade: 4

Date: 09/2014

Department: As assigned

Educational & Experience Requirement: High School graduate or G.E.D. Two years experience in bindery work or related experience. A combination of education, experience, and training that would produce the required knowledge and abilities could be considered.

Nature & Purpose of Position: Provides entry level skills in binding books, magazines, pamphlets, catalogs and directories.

Supervision Given & Received: Works under minimum supervision and may supervise student employees.

Primary Responsibilities: Folds, collates, gathers, stitches, pads, and trims various printing jobs. Sets up equipment to handle various thicknesses of paper and sizes of books. Cuts paper stock for presses. Keeps supervisor aware of any items that need re-ordering. Performs other related duties as assigned.

Other Specifications: Proficiency in the use of equipment (e.g., cutters, stitching machine, folders, spiral and perfect binding, etc.) and related tools. Proficiency in all phases of work performed. Will be working in shop type atmosphere. The environment will include ink, chemicals, and noise exposure.

This is a classification description with the complete list of job duties being maintained at the departmental level. Other job duties necessary for the effective operation of the University are expected to be performed. Any qualifications to be considered as equivalents in lieu of stated minimums require the prior approval of Human Resources.

Sam Houston State University is an at will employer and drug free/smoke free workplace. This position is security-sensitive and thereby subject to the provisions of the Texas Education Code §51.215, which authorizes the employer to obtain criminal history record information. The pay grade range is inclusive of social security benefit replacement pay.

Sam Houston State University is Committed to Equal Opportunity in Employment and Education.