

Sam Houston State University Human Resources

Staff Classification Description – Print Specialist

Skill Category: Service/Maintenance
Position (Employee) Class: 7N122 (N1)
Grade: 5
Date: 10/2017

Department: As Assigned

Educational & Experience Requirement: High school or G.E.D. Three years experience in operation and maintenance of production copiers, print job management and other print production equipment. A combination of education, experience, and training that would produce the required knowledge and abilities could be considered.

Nature & Purpose of Position: Provides skilled work involving operation of various types of digital printing and finishing equipment.

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

Primary Responsibilities: Operates various copiers and other print production equipment. Prints, manages print priorities, and assists with other production operations. Oversees the quality of printed materials, such as alignment, legibility and cleanliness. Maintains and cleans various production equipment (including copiers). To be aware of inventories and supplies and their needs. Performs other related duties as assigned.

Other Specifications: Copiers, various bindery operations (i.e. scoring, cutting). Alertness and attention to duties is required. Accuracy required to all activities. Will be working in a shop type atmosphere. The environment will include toners, noise exposure, dust, and other such disagreeable elements.

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.