

## Sam Houston State University Human Resources

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### Staff Classification Description – Prepress Technician

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**Skill Category:** Tech/Para-Professional  
**Position (Employee) Class:** 4N270 (N1)  
**Grade:** 11  
**Date:** 11/2014

**Department:** Sam Houston Press

**Educational & Experience Requirement:** Associate of Arts Degree or equivalent. Two years experience, with preferably one year experience preflighting customer-furnished files and outputting pages to imagesetting film or plates. Film assembly and platemaking experience would be a plus. A combination of education, experience, and training that would produce the required knowledge and abilities could be considered.

**Nature & Purpose of Position:** Performs page production in desktop publishing software and preflight customer-furnished files, outputs pages to image setter and proofing devices, strips film and makes printing plates for several small to half-size, 4pp, presses in the Sam Houston Press Department.

**Supervision Given & Received:** Works under minimum supervision from Director and senior coworker.

**Primary Responsibilities:** Typesets business cards and stationary materials for University departments. Performs page layout production according to customer's design specifications and imposes pages for print reproduction. Preflights customer-furnished files to ensure files are print ready before generating film. Downloads files to proofing devices and imagesetter. Performs other related duties as assigned.

**Other Specifications:** Should have a general overall knowledge of the offset printing process. Also must have good "design sense" and understanding of imposition. Needs to be able to plan and organize work on own initiative.

**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.**