

# MARIST COLLEGE

Office of Human Resources

## Printer (CL-3)

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### Department

Digital Publication Center

### Summary

Perform specialized printing and technical operations related to the publication, creation, and reproduction of various projects and documents for the Marist community

### Duties and Responsibilities

- Independently responsible for coordinating, managing and processing all offset printing jobs
- Operate and maintain offset press
- Invoice and track all printing jobs
- Possess up to date, high level printing skills and experience
- Demonstrate a knowledge of all other utilized equipment
- Provide customer service and assistance when necessary
- Carry out routine equipment maintenance, cleaning, and problem solving
- Order office supplies as needed
- Perform other job-related duties as required

### Requisite Skills

- 6B-Intermediate Office Organization  
Consistently demonstrates ability to manage operational aspects of the office with minimal to no supervision, including time management, information distribution, and project deadlines. Consistently demonstrates ability to file documents and student records using standard filing procedures as well as a familiarity with retention policies
- 8A-Basic Procurement  
Consistently demonstrates ability to order departmental materials and supplies
- 15A-Basic Interpersonal Communication  
Consistently demonstrates courtesy, tact and professionalism in all exchanges of information
- 17C-Advanced Responsibility  
Consistently demonstrates ability to independently complete (start to finish) complex work assignments, such as major event planning, data reporting, or program coordination
- 23C-Advanced Equipment Knowledge  
Consistently demonstrates ability to independently setup and operate equipment