

Job Description

Job Title:	Print Shop Associate, Level 1 (Provisional)
Job ID:	5289
Location:	Lehman College
Full/Part Time:	Full-Time
Regular/Temporary:	Regular

GENERAL DUTIES

This class of positions encompasses the performance of entry-level work in the field of college print shop activities. There are two assignment levels within this class of positions. In addition to the following typical assignments, all employees perform other related duties.

Assignment Level I

- Under general supervision, with some latitude for independent action, performs moderately complex reproducing and processing work using a variety of printing, duplicating, reproduction, and auxiliary equipment to produce black and white, halftone, and close register items. Such work includes: setting up and operating to job specifications moderately complex equipment; creating photo offset masters by the photo direct or electrostatic method; performing binding work; collating on automatic collators; also, may lead a small group in printing, collating, and binding work; performing recordkeeping, housekeeping and inventorying tasks.

Assignment Level II

- Under general supervision, with some latitude for independent action, performs moderately complex reproducing and processing work using a variety of printing, duplicating, reproduction, and auxiliary equipment to produce black and white, halftone, and close register items. Such work includes: setting up and operating to job specifications moderately complex equipment; creating photo offset masters using a variety of techniques; stripping line and halftone negatives at close tolerance in exact register; also, may lead a small group in plate making, stripping, binding, printing, and collating; also, may perform minor, routine maintenance and repair work on equipment; also, may supervise the activities of a college graphics area and/or mailroom and messenger services; performs recordkeeping, housekeeping, and inventorying tasks; also, may train print shop staff.

CONTRACT TITLE

Print Shop Associate

FLSA

Non-exempt

CAMPUS SPECIFIC INFORMATION

Preferred Qualifications include:

- Knowledge of Adobe Suite CS4, EFI Fiery for color printing, Digital Store Front software and PB Smart Mailer

MINIMUM QUALIFICATIONS

1. Possession of a high school diploma, or equivalent, preferably from a trade, vocation, or technical school, and
2. Two (2) years of experience in printing, duplicating, reproduction, plate making or similar work, or

3. A combination of education and/or experience which is equivalent to requirements 1 and 2.

4. A degree of manual dexterity and visual acuity is necessary, as is a mechanical aptitude.

COMPENSATION

New Hire: \$30,204*

Incumbent: \$34,131

*This amount reflects a 13% salary suppression in effect for the first 24 months of employment only.

BENEFITS

CUNY offers a comprehensive benefits package to employees and eligible dependents based on job title and classification. Employees are also offered pension and Tax-Deferred Savings Plans. Part-time employees must meet a weekly or semester work hour criteria to be eligible for health benefits. Health benefits are also extended to retirees who meet the eligibility criteria.

HOW TO APPLY

To apply, go to www.cuny.edu, select "Employment", and "Search Job Listing". You will be prompted to create an account. Return to this job listing using the "Job Search" page and select "Apply Now".

CLOSING DATE

February 19, 2012

JOB SEARCH CATEGORY

CUNY Job Posting: Information Technology/Technical

EQUAL EMPLOYMENT OPPORTUNITY

We are committed to enhancing our diverse academic community by actively encouraging people with disabilities, minorities, veterans, and women to apply. We take pride in our pluralistic community and continue to seek excellence through diversity and inclusion. EO/AA Employer.