

## **WARTBURG COLLEGE**

### **POSITION DESCRIPTION**

#### **Title of Position – Print Center Operator**

Preparation Date: June 2017

#### Function of Position:

The Print Center Operator is responsible for the Digital Print Center's equipment operation and reports to the Print Center Manager, who reports to the Director of Marketing and Communication. This position works with students, team members, college employees, customers, clients, and guests of the college, delivering excellent customer service and treating all with respect.

#### Principal Duties and Responsibilities:

1. Operate the high-speed copy and finishing equipment, using and printing from online order system, meeting all production schedules (50%)
2. Ensure timely delivery of all finished jobs, and operation of the center according to posted hours (10%)
3. Ensure equipment and appropriate supply inventory are properly maintained (10%)
4. Monitor to ensure quality control; troubleshoot and research problems with equipment and supplies (8%)
5. Train student employees on operating equipment, in cooperation with Print Center Manager (7%)
6. Participate in staff meetings and maintain an orderly workspace, including counters, machinery, supplies, and storage (5%)
7. Recommend equipment and procedures to make most safe and effective use of the campus printing environment (5%)
8. Other duties as assigned (5%)

#### Supervision:

As much as possible, employee proceeds independently, working toward established objectives, requiring the use of a wide range of procedures, and collaboration with Print Center Manager. Creatively solves problems in completing various assignments or undertakings. Employee consults with supervisor on priorities.

#### Minimum Qualifications:

Associate's degree in business, communications, technology (or a related area), or equivalent experience; record of strong performance in customer service and excellent organizational, communication, and interpersonal skills; knowledge of current technology and trends in high-speed printing and copying. Flexibility, creativity, problem-solving skills, and a positive attitude are essential to this position. This position requires the ability to lift and carry boxes of paper and a great deal of standing and walking to make deliveries across the campus.

#### Application Procedure:

Send letter of interest, including a statement regarding qualities you offer within the context of the Wartburg College mission, résumé, and contact information for three references electronically to: [hr@wartburg.edu](mailto:hr@wartburg.edu). See [www.wartburg.edu](http://www.wartburg.edu) for further information about the college. Screening begins immediately and continues until position is filled.

**WARTBURG COLLEGE** is a selective liberal arts college of the ELCA, nationally recognized for community engagement. As an affirmative action, equal opportunity institution, Wartburg College actively seeks applications from members of underrepresented ethnic and minority groups.