

## **WARTBURG COLLEGE POSITION DESCRIPTION**

Title of Position: **Temporary Print Center Assistant**

Preparation Date: March 11, 2015

### Function of Position:

The Print Center Assistant is responsible to the Print Center Manager, who reports to the Vice President for Marketing and Communication. The assistant works with students, team members, college employees, customers, clients and guests of the college, treating all with respect.

### Principal Duties and Responsibilities:

1. Help clients with counter requests and transactions.
2. Assistant must learn the Center's pricing and charge-out system, entering charge-outs into an Excel spreadsheet.
3. Assistant helps with supervising students to accomplish jobs, including front counter, pre-press, equipment operation, job delivery and intake, workspace tidying, and other tasks in a timely manner.
4. Perform other related duties as assigned.

### Supervision:

Employee proceeds independently working toward objectives established by Print Center Manager and requiring the use of a wide range of procedures. Employee prioritizes own work and resolves most issues after consulting with the Print Center Manager.

### Preferred Qualifications:

Skilled printer with experience is a plus, but not required.

### Application Procedure:

Send a 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 the 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 underrepresented groups.***