

## **Warren Wilson College**

### Position Description

**POSITION TITLE:** Assistant College Press Manager

**DEPARTMENT:** College Press

**REPORTS TO:** College Press Manager

### **POSITION SUMMARY:**

The Assistant College Press Manager is responsible for supervising and training a student work crew in typesetting and layout, graphic arts, scanning, digital camera, making of ID's and bindery and bulk mail operations. Also oversees job scheduling, pricing, cash revenue sheet and overall general supervision of college press operations.

### **SPECIFIC RESPONSIBILITIES:**

1. Monitors and schedules all jobs coming through the College Press.
2. Assists in planning and supervising work of the print shop, receiving and checking job orders, making work assignments based on equipment used, ensuring that due dates are met, and checking for accuracy and quality of work produced.
3. Teaches computer typesetting and graphics to student crew, including layout of print jobs, scanning of photos and art, and making of ID's.
4. Maintains computer files of print jobs as well as hard copy files of layouts (mechanicals) needed for Riso and copier work. Also, assists in files for pressroom plates and flats.
5. Assists customers, trains crews to do likewise and assures continuing communication with various department personnel to satisfy all printing needs.
6. Supervises pricing of finished jobs and arranges for pick-up/delivery.
7. Supervises cash box and weekly cash revenue and assists with monthly billing, received reports and suppliers as well as crew time cards, records, and evaluations.
8. Assures that all work areas are clean, neat and organized and informs manager of equipment in need of service.
9. Oversees bulk mail processing and keeps informed of USPS bulk mail regulations.
10. Participates in committees and college functions, as appropriate.
11. Performs other related duties, as requested.

### **WORKING CONDITIONS:**

1. Lot of movement required through the small print shop area
2. Computer work required.

### **QUALIFICATIONS:**

1. Must be computer literate, have familiarity with various windows-based word processing, scanning, and computer graphics software.
2. Effective interpersonal skills are required.
3. Time management and organizational skills required.
4. Supervisory experience desirable.
5. Good knowledge of English and grammatical skills a must.
6. Ability to track multiple tasks.
7. Must be able to teach students necessary skills and offer positive reinforcement and feedback.