



# Job Description

## Creative Services Specialist

JD: 2030  
Pay Grade: G02

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**Employment Status:** Full-Time

**FLSA Status:** Non-Exempt

**Experience Required:** Work experience in a print shop or similar setting.

**Minimum Education Requirements:** Associate's Degree preferred.

**Direct Supervisor:** Graphic Designer

**Supervisory Responsibility:** Direct (0); Indirect (0)

**Primary Work Location:** Print Shop

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**Job Summary:** This position is responsible for the production of a variety of publications and creative output for all College departments, including but not limited to: advertising, brochures, posters, business cards, catalogues, newsletters, postcards, flyers and other related projects.

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### Essential Job Functions

An employee in this position may be called upon to do any or all of the following essential duties:

- Create and maintain printing schedule.
- Produce publications for the College and related auxiliaries using the appropriate machine for black or full color.
- Assemble and finish publications, using, but not limited to the following: cutting devices (manual and/or electric), folding machine, scoring/perforating machine, spiral binder, saddle staplers, and padding devices.
- Demonstrate excellent customer service, create a positive work environment, and maintain positive work relationships with coworkers.
- Maintain quality control.
- Determine cost and feasibility of all print requests and special projects.
- Record quantity and cost of requests and/or projects completed on a monthly basis.
- Notify recipients of finished publications.
- Deliver paper requests within the College.
- Perform routine preventative maintenance and minor repairs on finishing equipment.
- Place service calls for issues and repairs on Xerox equipment.
- Manage paper and supply inventory.
- Record and maintain toner recycling for the College.
- Stay current on industry standards and trends, techniques and best practices.
- Perform other duties as assigned.

### Essential Functions, Qualifications, Knowledge, Skills, and Abilities (KSA's) for Employment

An employee in this class must have the following knowledge, skills, and abilities upon application:

#### Knowledge

- Operation of all print shop equipment including black/white and full color.



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- Technical vocabulary relating to printing, layout and understanding of the customers' needs.
- Computer and software including Microsoft Office.
- Familiar with machines, binding, and printing.
- Familiarity and experience with hardware and software for copying and printing.

#### Skills

- Strong written and oral communications.
- Good management and interpersonal skills.
- Strong organizational skills with attention to detail and proofreading.
- Good customer service skills and open to customer input.
- Operating a variety of equipment, including computers, printer, copiers, calculator, and fax.
- Establishing and maintaining effective working relationships with students, staff, and members of the public.

#### Abilities

- Multitask and prioritize a variety of responsibilities while meeting multiple deadlines.
- Analyze situations, solve problems, and make decisions under pressure in area of responsibility.
- Read and understand written instruction and communicate information and ideas in clear and concise written form.
- Some climbing, stooping, kneeling, crouching, reaching, standing, walking, pushing, pulling, lifting, grasping, and repetitive motions.
- Lift 50 lbs.

\*\*This position description is a general guideline for work behavior and is not intended to be a comprehensive listing of all job duties. Therefore, it is also not, nor can it be implied to be, a contract of employment.

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### Signatures / Date

Reasonable accommodations may be made to enable qualified individuals with disabilities to perform the essential functions of this job.

*Check the appropriate box, fill in the needed accommodations, if required, then sign and date.*

- I have read and understand this job description and acknowledge that I am able to complete the essential functions of my job without accommodations.
- I have read and understand this job description and I would require the following reasonable accommodations to fulfill the essential functions of this job:

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Employee Signature

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Date

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Supervisor Signature

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Date

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Human Resources

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Date