

## POSITION VACANCY

May 1, 2015

Name of Position:	Print Shop Operator
Applications accepted through:	May 15, 2015
Effective date of employment:	June 15, 2015
Length of employment:	Full-time
Salary range:	\$22,272 - \$27,840

### Position Requirements:

- High school diploma and a certificate in Digital Print Imaging or a related field required; Associate Degree preferred.
- One to three years' experience in high-volume digital printing.
- A strong familiarity with Adobe Creative Cloud/Suite – particularly InDesign – with working knowledge of Acrobat, Photoshop, and Illustrator.
- A strong familiarity with Microsoft Office, specifically Word, Excel, and PowerPoint.
- Ability to work independently and proactively in fulfilling customer needs.
- Ability to handle multiple tasks while maintaining focus.
- Ability to troubleshoot print and finishing equipment issues.
- Excellent oral and written communication skills, project management and organizational skills, and the demonstrated ability to work as a team player. Superior customer service ability and experience in handling clients both over the phone and in person.
- Ability to use a Mac computer.

### Position duties:

The Print Shop Operator schedules, facilitates, and monitors printing and finishing services on production-level digital printer/copier equipment; operates a variety of finishing equipment including cutters and bindery; consults with and advises faculty and staff regarding the production of documents for printing; notifies clients when jobs are completed; examines projects, set priorities, formulates a timetable for projects, and develops a work strategy; assembles, cuts, folds, and binds printed material into finished products; completes work orders in a timely fashion; promptly submits billing paperwork to the business office; maintains inventory of printing supplies; manages the ordering and delivery of bulk paper requests.

If selected for employment, the applicant must submit to a criminal background check and drug screening.

**INSTITUTION:** Wayne Community College is a member of the North Carolina Community College system. Located in Goldsboro, the college serves Wayne and adjoining counties. Wayne Community College is an affirmative action/equal opportunity employer.

**APPLICATIONS:** Submit an original Wayne Community College [employment application](#) and all support materials, including copies of transcripts of all post-secondary studies to Human Resources, Wayne Community College, and P. O. Box 8002, Goldsboro, NC 27533-8002. Applications will be screened and the most qualified applicants interviewed. All applicants will be notified when the position selection has been made.