

Job Title: College Print Shop Specialist, Level 1 (Provisional)

Job ID: 30354

Location: College of Staten Island

Full/Part Time: Full-Time

Regular/Temporary: Regular

GENERAL DUTIES

This position performs work in the field of college print shop activities. There are five assignment levels. In addition to the following typical assignments. All employees perform related duties.

All levels perform the following tasks:

- Maintains production standards, quality control, safety standards.
- Sets up, operates, and maintains folding, saddle stitching, collating, binding, punching, padding, and cutting equipment.
- Responsible for maintenance of copiers and maintaining copier supplies.
- Utilizes and maintains printing and binding equipment, as necessary.
- Coordinates the work of Part-time employees, periodically reviewing progress and quality of work.
- Maintains liaison with various client departments, advising on technical aspects of equipment capacities, use of materials, suitable reproduction techniques, etc.
- Sets up, operates, and maintains offset press.
- Performs binding work.
- Performs minor, routine maintenance and repair work on equipment.
- Coordinates project priorities; schedules equipment usage.
- Creates posters using wide format or commercial graphic printer.
- Creates color calibrations to register colors on computer or copier.
- Maintains production inventory and cost control, as directed by an administrative manager.
- Mixes inks and chemicals.

- Creates posters utilizing foam boards or card stock.
- Creates photo offset masters using a variety of techniques.
- Performs recordkeeping, housekeeping, and inventory tasks.
- Strips line and halftone negatives at close tolerance in exact register.
- May supervise the activities of part-time employees.
- May train print shop staff.
- Operates inserting and mailing equipment.

Assignment Level I

In addition to the general work tasks, under close supervision, this position is also responsible for the pick-up from and delivery to customers of work product.

Assignment Level II

In addition to the general work tasks, this position performs the following additional tasks:

- May operate inserting and mailing equipment.
- Performs recordkeeping, housekeeping, and inventory duties.
- May supervise Level 1 Print Shop Specialists.

Assignment Level III

Under moderate supervision, with some latitude for independent action, Print Shop Specialist Level III is responsible for the performance of all general work tasks, as well as those performed by Level I & II Print Shop Specialists. Individuals in this level may also supervise Level I and II employees.

Assignment Level IV

Under general supervision, with wide latitude for independent action, Print Shop Specialist Level IV is responsible for the performance of all general work tasks, as well as those performed by Level I, II and III Print Shop Specialists. Individuals in this level may also supervise Level I, II and III employees.

Assignment Level V

Under direction, with wide latitude for independent action, Print Shop Specialist Level V is responsible for all general work tasks as well as those performed by Level I, II, III and IV Print Shop Specialists. Additionally, Level V employees may perform the following tasks:

- Supervise Level I, II, III and IV employees.
- Manage a campus printing operation in its entirety.

Definition of Supervision

Assignment Levels I and II: Close Supervision indicates that the incumbent is assigned duties according to specific procedures. Work is checked frequently, and in addition there may be formal training.

Assignment Level III: Moderate Supervision indicates that the incumbent performs a variety of routine duties within established policies and procedures or by referral to the supervisor's guidelines.

Assignment Level IV: General Supervision indicates that the incumbent develops procedures for performance of variety of duties; or performs complex duties within established policy guidelines.

Assignment Level V: Direction indicates that the incumbent establishes procedures for attaining specific goals and objectives in a broad area of work. Only the final results of work done are typically reviewed. Incumbent typically develops procedures within the limits of established policy guidelines.

CONTRACT TITLE

College Print Shop Specialist

FLSA

Non-exempt

CAMPUS SPECIFIC INFORMATION

Note: This position is 100% in person and considered essential personnel.

MINIMUM QUALIFICATIONS

Assignment Level I

A high school diploma, or its educational equivalent, **and** six (6) months of experience in basic printing, duplicating, and/or reproduction work.

Assignment Level II

A high school diploma, or its educational equivalent, **and** one (1) year of experience in basic printing, duplicating, and/or reproduction work.

Assignment Level III

A high school diploma, or its educational equivalent, **and** eighteen (18) months of experience in basic printing, duplicating, and/or reproduction work.

Assignment Level IV

A high school diploma, or its educational equivalent, **and** two (2) years of experience in basic printing, duplicating, and/or reproduction work.

Assignment Level V

A high school diploma, or its educational equivalent, **and** five (5) years of experience in basic printing, duplicating, and/or reproduction work.

English Language Proficiency: Demonstrated English language proficiency, including the ability to speak, read, write and understand English well enough to meet minimally acceptable performance standards set for job tasks.

CUNY considers full-time work to be at least 35 hours per week. Part-time experience of at least 20 hours per week may be prorated by half and credited instead of, but not in addition to, full-time experience for the same period (e.g., two months of related work experience at 20-34 hours per week equates to one month of full-time related work experience). Part-time experience of fewer than 20 hours per week will **NOT** receive any credit.

OTHER QUALIFICATIONS

Preferred qualifications include:

- Ability to multitask and prioritize tasks in a fast-paced environment.
- Proficient in Adobe Acrobat, Word, Excel and Outlook
- Knowledge of digital imaging.
- The ability to stand for extended periods of time, some heavy lifting, perform tasks while standing, pays attention to details

COMPENSATION

New Hire: \$33,873*

Incumbent: \$37,418

*This amount reflects a 13% salary suppression in effect for the first 24 months of employment only.

BENEFITS

CUNY offers a comprehensive benefits package to employees and eligible dependents based on job title and classification. Employees are also offered pension and Tax-Deferred Savings Plans. Part-time employees must meet a weekly or semester work hour criteria to be eligible for health benefits. Health benefits are also extended to retirees who meet the eligibility criteria.

HOW TO APPLY

To apply, please visit <http://cuny.jobs/> and enter the Job ID# in the "What" section field. Candidates must attach a resume, cover letter, and three professional references (name, title, organization, and contact information) as one file.

CLOSING DATE

June 22, 2025

JOB SEARCH CATEGORY

CUNY Job Posting: Support Staff

EQUAL EMPLOYMENT OPPORTUNITY

CUNY encourages people with disabilities, minorities, veterans and women to apply. At CUNY, Italian Americans are also included among our protected groups. Applicants and employees will not be discriminated against on the basis of any legally protected category, including sexual orientation or gender identity. EEO/AA/Vet/Disability Employer.