

Classification Specification: Printing Coordinator

Classification Number: 52741
Effective Date: April 14, 2014

Pay Grade:
Current Exemption Status: Nonexempt

Position Summary

Oversees print production related projects. Serves as liaison with University staff and vendors to answer questions concerning print jobs. Provides support for online tracking system. Establishes schedule for projects, negotiates timelines, prioritizes projects with printers and ensures that quality as well as deadlines are met. Acts as print buyer for University print requirements that are directed by Marketing & Communications. Reviews products to determine the quality and cost effectiveness. Negotiates printing costs with representatives to ensure lowest cost. Conducts research on new products and costs.

Essential/Primary Duties

- Procures and selects printing vendor after receiving approved art. Communicates job specifications and delivery schedule with vendor. Updates status on online job tracking system.
- Obtains printing bids on reprints by accessing previous specifications, contacting previous printer or new print vendors. Obtains estimates and researches new product/vendor information for Communications manager and Creative Director.
- Reviews job request forms, establishes deadlines and production schedule for all projects. Inputs schedules in online job tracking system. Opens paper files for jobs and provides copies and schedules to interested parties.
- Receives proofs and contacts vendor with approval to proceed with job. Prepares new proof files and sends to print vendor.
- Designs marketing materials for the University as directed. Provides final materials for production. Maintains digital files for completed projects.

Experience and Education

Experience

- One year related experience required

Education

- High school diploma or GED required

Physical Requirements

Office or other indoor work: with minimal physical demands such as occasionally lifting/moving materials less than 25 pounds.

Working Conditions

Work is generally performed in a well lit, temperature-controlled indoor environment with occasional exposure to the outdoors and/or any number of elements.

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Essential Competencies

- Knowledge of basic mathematical skills
- Knowledge of basic reading skills
- Ability to carry out verbal and/or written instructions
- Ability to communicate clearly verbally and written
- Detailed-oriented and highly accurate
- Ability to work in changing environment
- Ability to work effectively in a team environment
- Ability to interact effectively with students, faculty and/or staff or the public and represent BGSU appropriately
- Ability to coordinate or lead others in accomplishing work activities
- Knowledge of computer skills, such as MS Office, presentations, spreadsheets and/or database entry/query
- Ability to access and maintain document imaging systems including scanning and filing documents
- Ability to operate computers and peripheral equipment such as printers
- Ability to draft office correspondence
- Ability to operate hand and/or power grounds keeping equipment
- Ability to perform automotive and heavy equipment maintenance and repair
- Understanding of printing and graphic design procedures

Supervisory Responsibility

Full-Time

None

Part-Time

None

Providing Direction

Full-Time

None

Part-Time

None

Responsibility for Student Workers

None