



ASSOCIATED STUDENTS
SAN JOSE STATE UNIVERSITY

Associated Students, San Jose State University
One Washington Square
San Jose, Ca 95192-0128

Position Title: Print Production Coordinator
Department: A.S. Print & Technology Center
FLSA Status: Non-Exempt
Full/Part-Time: Full-Time
Compensation: \$23.55 per hour
Reports To: Print & Operations Manager

Click [here](#) to apply!

Associated Students Summary

Associated Students' (A.S.) mission is to support and represent the students of San José State University by continuing the organization's legacy of student advocacy and leadership; to enhance SJSU students' education through high quality programs and services; and to prepare students as they move towards a thoughtful and purposeful life after graduation.

A.S. is a non-profit auxiliary corporation serving the students of San Jose State University whose primary source of funding is from mandatory student body fees. A.S. Departments include the Cesar Chavez Community Action Center, Child Development Center, General Services Center, Human Resources, Information Technology, Events, Marketing, Print & Technology Center, Student Government, and Transportation Solutions.

Position Summary

The Print Production Coordinator is responsible for the timely coordination, production, and delivery of print orders and managing the staff of student front counter clerks.

Essential Functions:

- Hire and supervise a staff of 10-20 part-time student employees.
- Assist in coordinating the day-to-day operations of the PTC, which includes supervising the front counter clerks and register operations.
- Delegate print work orders, establish print order priorities, coordinate print order workflow, and check completed work for accuracy in both pricing and quality.
- Operate and maintain printing equipment, including high-speed MFPs.
- Operate a cash register and ensure compliant cash register operations.
- Review print production rates and expenses for a variety of print services and help determine pricing structures with the Print & Operations Manager.
- Provide training in customer service, equipment operations, cash control procedures, print production, and quality control.
- Coordinate student assistant work availability and create employee work schedules.
- Attend and help facilitate staff meetings.
- Fill in during staffing shortages to maintain production capacity.
- Assist with supply inventory control, including physical inventory checks and supply ordering.
- Validate and process vendor invoices in a timely and consistent manner.
- Complete employee annual performance evaluations before anniversary dates.
- Assist with annual budget projections

Knowledge, Skills, And Abilities

- Ability to hire, train, & discipline student staff.
- Excellent conflict resolution and negotiation skills.
- Ability to establish and maintain cooperative working relationships within a diverse University environment.
- Ability to organize and maintain inventory and perform related paperwork.
- Ability to exhibit high levels organizational while providing quality service in a fast paced work environment.
- Excellent verbal, written, analytical, and computational skills are essential, as well as an understanding of exceptional customer relations.
- Ability to perform at a skilled and technical level in all aspects of high-speed black & white, color, and bindery production.
- Ability to coordinate workflow and direct resources to meet deadlines.
- Ability to effectively present information and respond to questions from managers, students, and the general public.
- Ability to write business correspondence, reports, and procedural manuals.
- Ability to work independently with little to no supervision.
- Ability to interpret technical procedures and/or regulations.
- Intermediate knowledge of MS Office & Adobe Creative Cloud programs.
- Intermediate knowledge of wide-format printing from various applications.
- Intermediate knowledge of multiple finishing machines, including booklet finishers, cutters, and folders.
- Intermediate knowledge of POS systems.
- Knowledge of color calibration and profiles, as well as Pantone colors.
- Excellent verbal and written communications and interpersonal skills.
- Must be familiar with print control software. Must also be knowledgeable in color calibration, paper registration, and basic machine maintenance.

Work Environment, Hours, and Physical Demands

- This job operates in a retail office services environment and routinely uses standard office equipment.
- Print & Technology Center hours are Monday through Friday from 8:00AM – 6:00PM (varies).
- Must be able to stand for long periods of time and work in a noisy environment.
- Must be able to lift and carry up to fifty (50) pounds of paper and/or office supplies.

Required or Preferred Education and Experience

- A BA/BS degree in a related field or a minimum of 2 years of retail office services or copy center experience is required.
- General knowledge of various employment laws and practices.
- Experience with supervision, database management, workflow management, & record-keeping.

Notes to Applicants

This position has been identified as a mandated reporter required to report the observed or suspected abuse or neglect of children, dependent adults, or elders to designated law enforcement or social service agencies. We reserve the right to make employment contingent upon completion of signed statements acknowledging the responsibilities of a mandated reporter.

This position may be exposed to sensitive or personal information and is required to comply with the requirements set forth by the Integrated CSU Administrative Manual 8000 series and Associated Students Information Security Standards as a condition of employment.

A background check (including a criminal records check) must be completed satisfactorily after a conditional offer of employment. Failure to satisfactorily complete the background check may affect a conditional offer of employment.

Equal Employment Statement

Associated Students provides equal employment opportunities to all employees and applicants for employment and prohibits discrimination and harassment of any type without regard to race, color, religion, age, sex, national origin, disability status, genetics, protected veteran status, sexual orientation, gender identity or expression, or any other characteristic protected by federal, state or local laws. A.S. provides reasonable accommodations for applicants with disabilities who self-disclose.

Applications

Applicants must submit a complete application through the Associated Students applicant tracking system, ADP. Only complete applications will be considered.

Deadline

The position will remain open until filled.

Click [here](#) to apply!