Job Title: Print Shop Assistant, Level 1 – Provisional

Job ID: 21105

Location: College of Staten Island

Full/Part Time: Full-Time

Regular/Temporary: Regular

GENERAL DUTIES

This class of positions encompasses the performance of entry-level work in the field of college print shop activities. There are two assignment levels within this class of positions. In addition to the following typical assignments, all employees perform other related duties.

Assignment Level I
- Under close supervision, performs simple and repetitive work using uncomplicated reproduction and auxiliary equipment according to standard operating procedures. Such work includes: setting up, operating, and maintaining quick-copy equipment and folding, saddle stitching, collating, binding, punching, padding, and cutting the equipment; operating addressograph, inserting, and mailing equipment; picking up and delivering work; performing recordkeeping, housekeeping, and inventorying tasks.

Assignment Level II
- Under moderate supervision performs basic printing and duplicating work using standard equipment and machinery to produce black and white and single color line items. Such work includes: setting up, operating, and maintaining offset press and duplicating machines, automatic collating, folding & stapling, and binding equipment; creating photo offset masters by the photo direct method; mixing inks and chemicals; performing recordkeeping, housekeeping, and inventorying tasks.

CONTRACT TITLE

Print Shop Assistant

FLSA

Non-exempt

MINIMUM QUALIFICATIONS

1. Possession of a high school diploma, or equivalent, preferably from a trade, vocation, or technical school, AND
2. Six (6) months’ experience in basic printing, duplicating, and/or reproduction work, OR
3. A combination of education and/or experience which is equivalent to requirements 1 and 2.
4. A degree of manual dexterity and visual acuity is necessary.

COMPENSATION

New Hire: $29,129*
Incumbent: $32,913

*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 https://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**

October 1, 2019

**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.