

Position: Communications and Marketing Assistant	Position Number:
Department: Communications and Marketing	FLSA: Non-exempt
Reports to: Printing Services Manager	Salary Grade: 111

### **Summary**

Operates scanning, copying, and bindery equipment that support the College staff and students. Delivers completed materials as required. Performs recurring, yet technically oriented clerical, secretarial, and clerical accounting duties to support a department, program or equivalent College function. Duties will vary depending on the assignment.

### **Essential Duties and Responsibilities**

- Operates a digital print, work flow system, that scans document originals into a file server for printing or conversion to other useable file formats. Retrieves printable files sent through electronic mail or FTP site for printing.
- Operates high speed production copier or other copy machines, binding equipment or other related printing equipment. Sets machine for desired function and other settings. May bind, fold, collate, cut, punch, staple and otherwise generally prepare documents for distribution.
- Using desktop publishing or other computer software, produces documents such as business cards, certificates, print ads and posters. Take digital photos for marketing and/or public relations purposes.
- Performs receptionist duties, greets visitors, staff or students in person or over the telephone, ascertains nature of business and provides standard information related to area of assignment. Work activities include answering department phone lines and routing calls to appropriate extensions.
- Receives, sorts, and distributes incoming mail. Delivers duplicated materials to campus and department locations.
- Maintains confidentiality of information processed or received during the course of performing assigned duties.
- Assists help in typing letters; writing and e-mailing and/or faxing press releases to the media; composes memoranda, reports, work orders, requisitions of other materials from straight copy, rough drafts or verbal instruction.
- Compiles statistical data, accounts for and posts financial transactions or other data and maintains various department information onto establish data entry formats. Searches out information in departmental records and files.
- Maintains records and files of documents processed for ready access and compiles various reports according to well-defined operating procedures. Monitors inventory of outreach and marketing materials, such as brochures and posters, and re-orders them for availability and distribution throughout the CR District.

- Processes routine documents of moderate complexity requiring knowledge of the special terminology, policies and procedures of department or area of specialized function.
- Performs other duties as assigned that support the overall objective of the position.

## **Qualifications**

- **Knowledge and Skills**

Requires a working knowledge of copy, binding, and ancillary equipment used for making copies and assembling completed materials. Requires skill at using personal computers and common desktop/word processing software as well as digital cameras. Must know how to perform routine maintenance on equipment and resolve problems such as paper jams and image quality. Knowledge of basic record keeping and clerical duties required. Requires good English, grammar, spelling, punctuation and math skills. Must have sufficient communication skills to project a positive image and convey basic information to customers.

- **Abilities**

Must be able to produce work with limited supervision. Requires the ability to prioritize projects in order to meet deadlines and established schedules. Must be able to operate required equipment in a safe manner. Must be able to communicate courteously with staff and students on routine matters. It is essential that the incumbent be able to perform duties in a manner that follows accepted safety standards for lifting, carrying and moving of heavy materials or objects.

- **Physical Abilities**

Requires standing for prolonged periods, lifting, carrying or moving medium weight materials (up to 50 pounds), bending and stooping. Requires sufficient visual acuity and accommodation to bring items into sharp focus, to read diagrams, words and letters; hand eye coordination to operate buttons and dials; sufficient forearm, hand, and finger dexterity to move and place objects; to observe safety rules and procedures. There may be exposure to fumes from printing chemicals.

- **Education and Experience**

The position requires a High School diploma supplemented by college-level course work in general office practices. Minimum of 3 years of general clerical and typing experience in an area substantially similar to the job assignment.