

NOTICE OF VACANCY

Print Services Coordinator

September 22, 2022

STARTING DATE: Fall 2022

SALARY: \$32,500.00 + Benefits (Health, dental and vision insurance; pension plans; and ample paid time off)

RESPONSIBILITIES:

As a member of the Communications & Marketing department, the Print Services Coordinator coordinates professional design and print services for university faculty, staff, students, and external clients.

Duties include:

- Establish and maintain effective working relationships with other employees, customers, and all members of the public.
- Assist customers with print requests by advising as to layout, design, colors, and paper types and weights.
- Use personal computer to prepare print and copy jobs. Observe all deadlines.
- Graphic design and operation of the university's Print Shop equipment.
- Perform cutting, folding, collating, stapling, inserting and other bindery jobs.
- Ensure quality control in print jobs.
- The Print Services Coordinator may be responsible for some administrative duties.

QUALIFICATIONS:

Bachelor's degree preferred or a minimum of three years in print management experience and graphic design. Must demonstrate good written and oral communication skills. Must be computer competent, familiar with standard desktop publishing software and capable of adapting to new software and other emerging print technologies. Courteous and professional attitude and appearance required. Successful candidate must also demonstrate a high degree of initiative and observe high standards of professional integrity.

TO APPLY:

Complete the Science & Arts application and upload a cover letter, resume, three professional references and copies of transcripts online at <https://usao-gcgxy.formstack.com/forms/employment>.

Application review begins immediately and will continue until the position is filled.

AN AFFIRMATIVE ACTION/EQUAL OPPORTUNITY EMPLOYER

The University of Science and Arts of Oklahoma is an equal opportunity, affirmative action institution. Science and Arts welcomes applications without regard to age, race, gender (including pregnancy), national origin, disability, religion, marital or parental status, protected veteran status, military service, genetic information, sexual orientation, or gender identity. Persons must have proof of legal authority to work in the United States on the first day of employment.

As required by the US Department of Education, employees are required to report violations under Title IX and, under the Jeanne Clery Disclosure of Campus Security Policy and Crime Statistics Act (Clery Act), select individuals are required to report crimes. If this position is identified as a Campus Security Authority (Clery Act), you will be notified, trained, and provided resources for reporting.