JOB DESCRIPTION

Printing Expeditor

Definition of Class
This is a non-supervisory position in which the incumbent provides accurate information crucial to the even flow of a printing job throughout the entire printing operation.

Examples of Work Performed
Accepts and processes requests for work orders and prepares job sheets accordingly.

Directs the flow of print production and tracks jobs throughout completion and delivery.

Performs routine secretarial and receptionist duties associated with the operation of the printing services office.

Performs pre-press duties including proofreading, and assisting customers in choosing available printing services.

Serves as contact person for customers requiring assistance on a thesis.

Ensures that departmental approval is secured, and funding is available before submitting job for printing.

Handles all cash/credit card receipts and prepares deposits for Bursar. Makes cash reports daily.

Oversees the billing process.

Supervises support staff and schedules work to ensure a timely and cost-efficient production.

Attends production meetings.

Performs similar or related duties as assigned or required.

Essential Functions
These essential functions include, but are not limited to, the following. Additional essential functions may be identified and included by the hiring Department.

1. Supervises and oversees support staff.
2. Represents Printing Services to customers.
3. Provides preliminary estimates.
4. Prepares and reviews all job tickets for accuracy.
5. Oversees the billing process. Prepares deposits for Bursar.
Minimum Qualifications
These minimum qualifications have been agreed upon by Subject Matter Experts (SMEs) in this job class and are based upon a job analysis and the essential functions. However, if a candidate believes he/she is qualified for the job although he/she does not have the minimum qualifications set forth below, he/she may request special consideration through substitution of related education and experience, demonstrating the ability to perform the essential functions of the position. Any request to substitute related education or experience for minimum qualifications must be addressed to The University of Mississippi's Department of Human Resources in writing, identifying the related education and experience which demonstrates the candidate's ability to perform all essential functions of the position.

Physical Requirements: These physical requirements are not exhaustive, and additional job related physical requirements may be added to these by individual agencies on an as needed basis. Corrective devices may be used to meet physical requirements.

Physical Exertion: The incumbent may be required to lift up to approximately 10 pounds.

Vision: Requirements of this job include close vision and color vision.

Speaking/Hearing: Ability to give and receive information through speaking and listening.

Motor Coordination: While performing the duties of this job, the incumbent is frequently required to sit; and talk and hear. The incumbent is occasionally required to stand; walk; use hands to finger, handle or feel objects, tools or controls; and reach with hands and arms.

Experience/Educational Requirements:

Education:
High School Diploma or equivalent (GED).

AND

Experience:
Three (3) years of experience related to the above described duties.

Interview Requirements
Any candidate who is called for an interview must notify the Department of Human Resources in writing of any reasonable accommodation needed prior to the date of the interview.

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