Definition of Class
Incumbent in this job class is responsible for analyzing customer requests for printed material and performs designated pre-press functions. Incumbent utilizes computer hardware and software, design, and typography skills. Incumbent maintains communication with customers, coworkers, and external technical support sources.

Examples of Work Performed
Maintains direct contact with customers; confers on exact needs; and receives technical assistance from supervisor as needed.

Manipulates graphics and type for printed materials using applied software; ensures all fonts, graphics and file formats are complete.

Uses scanners; digitizes art, logos, and pictures to desired resolution.

 Maintains clients' computer files.

Performs daily maintenance on hardware and software, with emphasis on virus checks.

Networks with other devices associated with graphic design and typography.

Extracts separated laser prints from customer disks.

Inspects and evaluate proofs and/or film; plots files at the imagesetter.

Creates, retrieves, modifies, and returns files to archives.

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. Performs designated pre-press operations to customer and supervisory specifications.

2. Operates computer desktop publishing workstation utilizing applied software.

3. Prepares and converts customer files and disks for output and final printing.

4. Archives files.
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 25 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; talk and hear; and use hands to finger, handle or feel objects, tools or controls. The incumbent is occasionally required to stand; walk; reach with hands and arms; and stoop, kneel, crouch or bend.

Experience/Educational Requirements:

Education:
Graduation from a standard four-year high school or equivalent (GED).

AND

Experience:
Six (6) months 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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