JOB DESCRIPTION

Lithographer

Definition of Class
Incumbent is responsible for the operation of photographic and printing equipment required to produce the student newspaper and for overseeing the distribution of the newspaper.

Examples of Work Performed
Operates commercial camera to produce photographic negatives of desired size and density; develops negatives and positives; prepares necessary chemicals.

Mixes and applies sensitizer to photographic plates; exposes and develops plates for use on printing press.

Adjusts and operates printing presses; controls flow of ink and water; monitors operation of press to ensure that it functions correctly; reports malfunctions and makes minor repairs; performs routine maintenance on presses and related equipment.

Pastes up sheets of newspaper to be printed; masks off areas; applies opaque to negatives.

Coordinates the circulation of the student newspaper and resolves problems arising out of the circulation process.

Assists students in proper advertising layout and page layout.

Trains and assists student employees.

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. Operates commercial cameras and photo developing equipment.
2. Adjusts and operates printing presses.

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 100 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 stand; talk and hear; use hands to finger, handle or feel objects, tools or controls. The incumbent is occasionally required to climb or balance; reach with hands and arms; and stoop, kneel, crouch or bend.

**Experience/Educational Requirements:**

**Education:**
High School Diploma or equivalent (GED).

**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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