

The University of Akron  
**Classification Specification**

<b>Job Title:</b>	Supv Pre-Press Graphics	<b>Job Code:</b>	42651
<b>Job Function:</b>	Staff	<b>Grade:</b>	118
<b>Job Family:</b>	Classified	<b>FLSA:</b>	Non-Exempt
<b>SOC Description:</b>	2000 Finance / Accounting Division	<b>Date:</b>	9/25/2008

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**Job Summary:**

Performs graphic design duties and pre-press lay-ups. Manages the processing of film and makes plates to be used on different printing presses. Works with outside printer for certain jobs.

**Essential Functions:**

50% Graphic design and typesetting, archiving of electronic files, Institutional Marketing liason and design specialist. Set-up of digital files and proofs for digital press and offset presses.

25% Supervisor and training duties pertaining to new employees

15% Network liason for electronic files submitted by university clients. Conversion of files for web based applications. Design consulting for other designers and students with desktop publishing experience witin the university.

5% Responsible for overseeing the the departmental schedule and completion of tasks as related to their due dates. Checking written orders to insure proper color, size, paper and press to assist print staff.

5% Prioritize computer generated artwork/text files and setup for RIP imagesetter. Color correction, trapping and resolution of high resolution photos for optimal output.

**Education:**

Requires a relevant Bachelor's Degree.

**Licenses/Certifications/Requirements:**

none

**Experience:**

A minimum of 2 years experience

**Leadership:**

Responsible for directing and monitoring the work of student and/or temporary workers.

**Physical Requirements:**

Light physical effort required involving stooping and bending; individual has limited discretion about walking, standing, etc.; occasionally lifting of lightweight objects (up to 25 lbs.).

**Working Conditions:**

No major sources of working conditions discomfort, standard working environment with possible minor inconveniences due to occasional noise, crowded working conditions, minor heating/cooling or ventilation problems, and/or up to 40% use of PC terminal.

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The intent of this classification specification is to provide a representative summary of the types of duties and responsibilities that will be required of positions given this title and shall not be construed as a declaration of the specific duties and responsibilities of any particular position. Employees may be requested to perform job-related tasks other than those specifically presented in this description. The University requires that all University employees whose assigned duties include some involvement with The University of Akron's intercollegiate athletics program, comply with all relevant NCAA Bylaws in performing their work.