

Job Title: Printing Production Specialist (PT)
Position Number: 2PRINTS-HNC-3
Campus: Central
Department: Campus Printing Center
Job Description: Responsibilities include but are not limited to; Operation and maintenance of all related printing/copying equipment, taking inventory of printing supplies and orders as needed, will operate all other equipment and processes in the department, monitor job queue in Footprints, operates digital presses, operates book binders, folder, cutter, shrink wrap wrapper and all other production equipment required to finish a project, takes copier meter reads, answer phones, takes messages, direct calls coming to the department, and performs all other duties as assigned.

Requirements: Knowledge of operation and maintenance of all related printing/copying equipment, strong communication skills, verbal and written and basic Math skills.

Apply to: Send completed resume to Nancy Green
Central Piedmont Community College
P. O. Box 35009
Charlotte, NC 28235
Or email to Nancy.green@cpcc.edu