Associated Students
San Jose State University

Position Description

Job Title: Associated Students Print Shop Student Assistant
Department: Associated Students Print Shop, San Jose State University
Status: Part-time position, various shifts
Reports to: Associated Students Print Shop Manager

Associated Students is a separate non-profit corporation serving as an auxiliary and student government for San Jose State University.

Position Purpose
Under general supervision of the A.S. Print Shop supervising staff, the student assistant supports the operation of the A.S. Print Shop. The student assistant performs some or all of the following duties basis on training and job experience.

Essential Duties and Responsibilities
Ring up prices and jobs in cash register; take checks and credit card receipts.
Complete invoices as jobs are finished.
Take and complete customer, overnight, and reader orders.
Monitor and instruct customers on self serve copier operation.
Maintain cleanliness of shop.
Perform production on black & white and color copier devices while maintaining confidentiality and quality at all times.
Utilize various computer-driven front-end systems for the preparation and transfer of electronic files for output.
Perform related clerical work and other duties as needed.
Provide quality customer service
Deliver orders to different campus departments utilizing electric cart
Any other related duties as required by the manager.

Skilled Staff performs the following tasks after appropriate training: copyright permission processing, inventory control, machine maintenance, hardcover binding, and maintenance of computer printing systems.

Qualifications
To perform this job successfully, this individual must be willing to learn and perform all of the duties required.

Knowledge, skills, and abilities
1. Demonstrate capacity to work effectively in a diverse University environment.
2. Ability to stand for long periods of time, work in noisy surroundings, and lift and carry up to fifty (50) pounds of paper and/or supplies.
3. Ability to perform effectively and efficiently at a skilled and technical level in all aspects of high-speed black & white copying, color copying, duplicating, and bindery work.
4. Ability to understand electronic file transfer and computer-driven copying systems.
5. Ability to effectively present information and respond to questions from managers, students, and the general public.
6. Basic math skills.
7. Basic knowledge of computer printout and computer applications.
8. Ability to interpret technical procedures and/or regulations.
9. Excellent interpersonal skills.