



	DATE REVISED February 23, 2007
JOB TITLE Typesetter Operator	JOB CODE 8768
FLSA STATUS Non-Exempt	UNIT/DEPARTMENT Varies
REPORTS TO: Varies	SUPERVISES: None

POSITION SUMMARY:

Work with clients on production services and assist co-workers in the production process that involves typesetting for a variety of media that include(s): handwork, mock-ups, brochures, bulletins, forms, letters, manuals and manuscripts.

POSITION KEY ACCOUNTABILITIES:

1. Provide accurate typesetting services in the production of printed media.
2. Work with clients on production services and assist co-workers in the production process.
3. Maintenance of a library that includes layouts and other related materials.
4. Working with faculty and staff make suggestions on type style, color, paperstock and graphic design.
5. Arrange the scheduling of orders.
6. Other duties as assigned.

CERTIFICATIONS/SKILLS:

Special vocational training in graphic arts is preferred.

MINIMUM EDUCATION:

High school diploma or equivalent.

MINIMUM EXPERIENCE:

One year of experience in computer typesetting and graphic arts equipment on an Apple Macintosh.

PHYSICAL REQUIREMENTS:

Exerts up to 100 pounds of force occasionally and/or up to 50 pounds frequently and/or up to 20 pounds constantly to move objects.

SECURITY SENSITIVE: This job class may contain positions that are security sensitive and thereby subject to the provisions of *Texas Education Code § 51.215*