



## **Print Shop & Technology Assistant**

**Department:** Technology & Transportation/District Office

**Duty Year:** 100 Days (During School Year) - 400 Hours

**Supervisor:** Director of Technology & Transportation

**Status:** Non-Exempt (Union)

**Job Classification:** Print Shop Operator

### **Position Overview & Responsibilities**

Responsible for providing assistance to the Print Shop Operator and Technology Department. Approximately 60% or more of the time allocated for this position will focus on print shop duties. The remainder will focus on technology assistant duties.

The primary function of the position shall consist of knowledge and skills associated with the operation and processes associated with printing and the print shop. This position will serve as the backup for both the Print Shop Operator and the Technology Administrative Assistant.

- Possesses the knowledge and skills to operate the print shop production equipment.
- Assists in sorting of materials for delivery throughout the district.
- Manage print jobs and use software programs used in the print shop and technology department.
- Manage large format printing (posters) for district.
- Assist with help desk calls, emails and correspondence.
- Assist Technology Administrative Assistant.
- Perform other related duties as assigned.

### **Requirements & Qualifications**

High school diploma or equivalent is required. Business college or previous equivalent clerical experience is preferred.

### **Essential Functions & Skills**

This position requires an ability to work independently under the direction of the Director of Technology & Transportation.

- Ability to work with print shop hardware and software applications.
- Basic troubleshooting skills for hardware and software applications.
- Ability to maintain confidentiality and professionalism.
- Ability to work effectively independently and as part of a team.



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- Ability to multitask and prioritize workload.
- Ability to follow written and verbal directions.
- Strong communication and technological skills.
- Strong organizational, task management, and time management skills.

### **Equal Employment Opportunity Employer**

The St. Michael-Albertville School District is an equal employment opportunity employer who applies veteran's preference during hiring in accordance with applicable laws and district policy. The STMA District does not unlawfully discriminate on the basis of race, color, creed, religion, national origin, marital status, sex, status with regard to public assistance, disability, sexual orientation, age, family care leave status or veteran status.