

JOB DESCRIPTION - ADWORKS ASSISTANT

JOB SUMMARY: The Adworks Assistant will perform duplicating duties on various machines providing copy center services to the V.U. community. This position is highly autonomous and requires a great deal of self-supervision and motivation. This position is centered in a strong customer service orientated environment.

SUPERVISION: This position reports directly to the Union Office Assistant and the Assistant Director of the Union.

HOURS: 10-12 hours per week; flexible

QUALIFICATIONS:

1. Dependability – follow through
2. Attention to detail and ability to accept direction
3. Punctuality
4. Creative
5. Positive image and tidy appearance
6. Minimal knowledge of copy equipment; training provide
7. Ability to work independently with little supervision, as well as part of a team with other Union staff
8. Effective communication skills
9. Willingness to work and learn
10. Flexibility
11. Maintain a minimum semester and cumulative G.P.A. of 2.0.
12. Ability to work weekdays, evenings and weekends

RESPONSIBILITIES:

1. Safely operate large-format printer, Pro-Image Poster Machine, Risograph (duplicating machine), copy machine, folding machine, collator, button machine, laminator, paper cutter, and binder in order to provide efficient service to customers.
2. Attend to email, telephone, and walk-up requests.
3. Configure and record accurate pricing of orders.
4. Deliver completed orders to recipients.
5. Prepare original art for final copy layout.
6. Maintain accurate inventory on all supplies.
7. Maintain equipment in good operating condition, cleaning as necessary.
8. Maintain office in a neat, clean, and orderly fashion.
9. Report all equipment problems to your supervisor.
10. Attend all scheduled meetings and training sessions.

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