

**PRINT PRODUCTION ASSISTANT**  
**Part-Time Opportunity**

**Position Summary**

Creative Services, located in the UCC Building, Western University, is the Copy and Print shop owned and operated by the University Students' Council. We are currently seeking an enthusiastic and talented individual to fill a part-time Print Production position. This employee will provide file management and document troubleshooting for internal USC clients and external clientele under the direction of departmental supervisors. They will be responsible for ensuring the timely production of print materials as well as delivering exceptional customer service to ensure a superior product.

**Qualifications**

Two years production, retail, and supervisory experience in a print or pre-press facility is necessary. Experience using the following or similar equipment Ricoh production printers, laminators, HP large format printers, folding and binding machines. The individual must be comfortable with limited supervision who also possesses excellent time management skills, strong organizational and prioritization skills as well as keeps a positive demeanour under pressure.

Qualified candidates will also have strengths in the following areas:

- *Technical Skills:* Knowledge and experience using Windows and Mac OS, all versions of Microsoft Office (MS Word, Excel, Power Point, Publisher, Outlook), Word Perfect, Adobe Acrobat Professional, print drivers (both Postscript and PCL).
- *Communication:* Strong interpersonal and written communication skills, given the need to work concurrently with a number of project stakeholders.
- *Customer Service:* Able to maintain and foster good customer relations.
- *Reliability:* Ability to work independently on projects.

**Position Responsibilities**

- Coordinate and print customer files.
- Answer inquiries and assist clients with the printing of their files.
- Assist in training and orientation of new part-time staff. Ability to monitor activities and output of part-time staff in the absence of the supervisors.
- Prepare and reconcile nightly deposits.
- Adhere to Health & Safety policies, training and regulations.
- Work in a team-based environment.
- Foster an inclusive atmosphere that values learning and development.

**Other Considerations**

Must be able to work without supervision. Sitting at a computer for short periods of time. Standing at copying machines for long periods of time, working with paper cutters and binding equipment. Occasional lifting of light

weights (boxes of paper). Must be prepared to work a flexible schedule including days, evenings, and the occasional weekend. Must be comfortable working in a noisy environment and working alone on occasion.

**Compensation**

We offer competitive wages. Hours may fluctuate during the year.

**Tentative Start Date:**

Position to commence as soon as possible, with a desired start date of January 5<sup>th</sup>, 2016.

The Print Production Assistant part-time employee will report directly to the File Manager/ Production Coordinator and/or Digital Media and Customer Service Coordinator.

Please forward Cover Letter and Resume by December 21<sup>st</sup>, 2016:

**Sandy Rule**  
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**srule@uwo.ca**

*Only those deemed qualified will receive notification of an interview.*

*The University Students' Council of the University of Western Ontario is an equal opportunity employer. The USC is committed to providing accommodations to those with disabilities. If you require an accommodation, we will work with you to meet your needs.*