Georgia State University

Job Specification

**Job Title:** Digital Printing Technician

**BCAT Code:** 09VX22  
**Pay Grade:** G15  
**FLSA Status:** Non-Exempt  
**Effective Date:** April 1, 2007  
**Revision Date:** July 1, 2013

**Job Description**
Provides shift supervision for the 24-hour operations of the Network Operations Center, such as monitoring and correcting problems that occur in the centralized network.

**Job Duties/Responsibilities**
- Plans and executes digital print services.
- Develops and produces marketing information.
- Serves as the system administrator for digital print services.
- Designs the production operation; coordinates the scheduling and final operation with the Network Operating Center supervisor.
- Designs, produces, and finishes custom print requests.
- Trains the Network Operating Center personnel.
- Serves as subject-matter-expert on digital printing.
- Performs other digital media duties as assigned.

**Knowledge, Skills, and Abilities**
- Knowledge of major digital printing equipment, such as Sharp, Xerox, Ricoh, etc.
- Knowledge of computer operations and software, such as spreadsheets, word processing, presentations, graphic design, and databases.
- Effective time management and organizational skills.
- Ability to multi-task, pay attention to detail, and exhibit excellent customer service.
- Ability to communicate effectively both orally and in writing.

**Minimum Hiring Standards**
Bachelor’s degree and three years of related experience; or a combination of education and related experience.

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*The above is a general description of duties performed by employees holding this job title and does not represent a complete list of duties that may be assigned to an employee.*