

The University of Akron
Classification Specification

Job Title:	Word Processing Center Specialist-WC	Job Code:	41171
Job Function:	Staff	Grade:	116
Job Family:	Classified	FLSA:	Non-Exempt
SOC Description:	1000 Administrative Support Division	Date:	1/1/04;4/24/02

Job Summary:

Designs layouts for brochures, posters, displays and other publications that are used in the promotion of Wayne College.

Essential Functions:

85% Determines design layouts including arrangement of copy, illustrations, size and style for promotional materials. Formats layouts using computer design software.

13% Consults with clients concerning design requests. Contacts outside printing companies for quotes and specifications for print jobs. Produces low volume print jobs in-house.

2% Manages the daily activities of the Word Processing Center in the absence of the coordinator.

Education:

Requires 18 months of education or training beyond high school.

Licenses/Certifications/Requirements:

None.

Experience:

Requires a minimum of 4 years experience in the design of publications and using computer design software. Ability to use word processing and database software required. Use of independent judgment to create layouts based on general ideas required. Supervisory experience preferred.

Leadership:

Functional guidance over nonexempt staff including general scheduling, assigning tasks and monitoring work activities.

Physical Requirements:

Job is physically comfortable; individual is normally seated and has discretion about walking, standing, etc. May occasionally lift very lightweight objects.

Working Conditions:

Standard working environment with possible minor inconveniences due to occasional noise, crowded working conditions and/or minor heating/cooling or ventilation problems. Near continuous use (>70% of the time) of a video display terminal.

The intent of this classification specification is to provide a representative summary of the types of duties and responsibilities that will be required of positions given this title and shall not be construed as a declaration of the specific duties and responsibilities of any particular position. Employees may be requested to perform job-related tasks other than those specifically presented in this description. The University requires that all University employees whose assigned duties include some involvement with The University of Akron's intercollegiate athletics program, comply with all relevant NCAA Bylaws in performing their work.