



**RHODE ISLAND COLLEGE
JOB DESCRIPTION**

Position classification: PSA Date created or revised: 10/20/2022 Exempt/Non-Exempt Status: Exempt Responsible individual: No Campus Security Authority: No
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Title: Manager, Publishing Services
Status: Full-time, 35 hours per week
Grade: 7
Union Affiliation: PSA@RIC (Professional Staff Association)
Reports To: Assistant Director, College Communications and Marketing

PRIMARY PURPOSE:

Manage supervision and administration of the Publishing Services unit on a day-to-day basis. Supervise imaging and copy services. Supervise staff. Assist with basic layout and graphic design. Perform other duties as assigned.

DESCRIPTION OF DUTIES AND RESPONSIBILITIES:

Essential Job Functions:

- Meet with various publics of the campus (vice presidents, deans, department heads, faculty, staff, and students) to plan their printing and mailing needs.
- Responsible for updating and maintaining key information for electronic publications such as the college catalog, course bulletin and other similar publications.
- Assign and schedule printing and mailing jobs. Monitor progress through completion.
- Evaluate and monitor costs and work procedures to meet deadlines in a cost-effective manner.
- Transfer expense charges to departments and grant funded organizations on a monthly basis.
- Communicate with technical staff both in-house and at commercial vendors (mail houses, design firms, and printers) to ensure quality, file compatibility, and print/data requirements.
- Following established purchasing procedures, contact commercial vendors and solicit bids for materials and services related to printing and mailing.
- Assist with basic layout and graphic design.
- Supervise clerk.
- Supervise in-house copy and document imaging services and staff.

Occasional Job Functions:

- Assist in monitoring and making recommendations for updating equipment for the Publishing Services unit.
- Handle personnel problems as they occur.
- Hire and supervise student help when needed.
- Assist in preparing budget estimates and production reports.
- Perform other duties and responsibilities as assigned by the Assistant Director, College Communications and Marketing.

REQUIRED QUALIFICATION STANDARDS:

Education:

Associate's Degree or two-years of formal training/education beyond high school.

Experience:

- Five years of experience as may have been gained through employment in a print shop, mail room, digital imaging/copy center, or other area which would have provided hands-on experience with printing, duplication, and/or mail processing.
- Demonstrated ability to supervise and train others in the operation of printing and imaging.

Skills, Knowledge and Abilities:

- Thorough knowledge of standard practices, procedures, materials, and techniques related to printing, digital imaging, and mailing.
- Thorough understanding of printing, imaging, and mailing techniques, materials, and machinery, including the ability to run duplicating machines.
- Demonstrated computer skills enabling efficient work in standard word processing, spreadsheet, and database management programs.

PREFERRED:

- Experience working with graphic design and production software (e.g., Adobe Creative Suite and Adobe Acrobat Professional).
- Bachelor's degree.

ENVIRONMENTAL CONDITIONS:

The employee is not exposed to known adverse environmental conditions.

The College requires that all applicants and employees be able to perform the essential functions of the job and will explore reasonable accommodations for individuals with disabilities.

As an Affirmative Action/Equal Opportunity institution that values and is committed to inclusion and expanding the diversity of its faculty and staff, the College invites members of protected classes, including minorities and persons with disabilities, to identify themselves as such at the time of application.