

**Sul Ross State University**  
**Position Description**

**Official Title:** Publications Services Coordinator

**Salary Group:** 13

**Job Code:** 6323

**Summary**

Function:

Scope:

**Duties**

Essential: Will be in charge of computer typesetting, editing layout and design of printed publications as assigned working with other departments in developing specifications for printing jobs; able to assist printing service supervision with general binding, collating, trimming, and other operations as needed. Perform other duties as assigned. Responsible for personal safety and the safety of others; must exercise due caution and practice safe work habits at all times.

Non-Essential:

**Supervision**

Received:

Given:

**Education**

Required: High school or vocational-technical school graduate or any combination of education, training and experience which demonstrates abilities required to perform the tasks assigned.

Preferred:

**Experience**

Required: Experience with electronic typesetting systems and graphic Arts processes

Preferred: Experience with IBM compatible computer equipment and Ventura Publisher

**Equipment/Skills**

Required:

Preferred: Knowledge of graphic arts process.

**Working Conditions**

Usual: Exempt from overtime provisions. Position is Security Sensitive.

Special:

Any qualifications to be considered in lieu of stated minimums require the prior approval of the Human Resources Director.

Date revised: January 2008