



Communications Job Family: **Print Production Associate Progression**

These generic job title summaries are intended to indicate the kinds of tasks and levels of work complexity that will be required of positions classified to any of these titles and are not intended to be construed as declaring the specific duties and responsibilities of any particular position. The use of particular expressions or illustrations describing functions within a specific job title does not exclude other duties of a similar kind and/or level of complexity. Positions are classified to a particular job title based upon the predominant level of expected work complexity. ***A position that is classified into this title and band must meet the Cornell requirements for exemption under the FLSA***

GENERIC JOB PROFILE SUMMARIES

Print Production Associate I INDIVIDUAL CONTRIBUTOR	Print Production Associate II INDIVIDUAL CONTRIBUTOR
Coordinate all stages of new book production, reprints and new paperbacks.	Write and edit copy from a variety of media and for a variety of print materials; coordinate production and distribution.
Act as liaison with designers on design and composition, purchase orders and invoice checking.	Consult with clients regarding their project needs; coordinate all tasks and production necessary to get design project from conceptualization to finished product for client approval.
Produce cost estimates in a timely and accurate manner, which includes requesting quotes and analyzing them for competitiveness.	Provide customer quotes based upon known production costs including outsourcing and other activities; prepare cost estimates for project proposals.
Handle supply invoice charges and maintain accounts.	Generate invoice for billing.
Coordinate schedules with printers, serve as liaison with internal and external clients.	Monitor all components of editorial and design production schedules for timely completion of jobs.
Monitor quality control of printed books; check proofs.	Ensure quality control of all jobs processed; check proofs.
Identify and help resolve pre-press problems and other printing or composition problems as necessary.	Creatively restructures work within software and hardware constraints to find new solutions and to overcome production problems.
	May have supervisory duties, including time cards, overtime scheduling, hiring, discipline, and performance evaluations.

Print Production Associate I INDIVIDUAL CONTRIBUTOR	Print Production Associate II INDIVIDUAL CONTRIBUTOR
	Design and develop plans and layouts of graphic materials and monitors publications through all phases of production; determine trim size, typeface and general style of materials.
	Prepare mock-ups; execute final design, prepare mechanicals.
	Assist with gathering licenses and permissions for media usage.

JOB FACTOR PROFILE TABLE

FACTOR PROFILE	10723 PRINT PRODUCTION ASSOCIATE I, BAND D	10724 PRINT PRODUCTION ASSOCIATE II, BAND E EX
MINIMUM EDUCATION AND EXPERIENCE EQUIVALENCY	Associate's degree or equivalent; more than 2, but less than 4 years or equivalent	Bachelor's degree or equivalent; 2 but less than 4 years of experience or equivalent
IMPACT	Extends beyond college/unit	Moderate impact
CONTACTS - INSIDE	Coordinate activities Contribute to group projects	Receive instructions Provide information to immediate associates and supervisor
CONTACTS - OUTSIDE	Conduct somewhat complex business Obtain involved information Provide detailed response	Provide and/or receiving guidance, advice or information that must be analyzed and developed by the positions
CONTACTS - STUDENTS	Deals with confidential information such as grades, financial records, etc	Limited contact

FACTOR PROFILE	10723 PRINT PRODUCTION ASSOCIATE I, BAND D	10724 PRINT PRODUCTION ASSOCIATE II, BAND E EX
SUPERVISION	None given	Provide regular on-the-job training, guidance, advice and counsel to other employees in the group, and to positions performing essentially the same work or related technical tasks
COMPLEXITY	Focus on entire field	Frequently adapt, combine, or make improvements to services, products, processes, & programs. Work requires reasoning skills and judgment
LEVEL OF DECISION MAKING	Responsible for making some decisions which require consideration of various criteria	Responsible for assisting in and influencing decisions concerning policy-setting, research, planning or students
FREEDOM OF ACTION	Very general supervision; resolves most questions Accomplish most tasks alone Keep supervisor informed of progress	General supervision Some interpretation of established work policies and procedures is required
WORKING CONDITIONS - PHYSICAL	Lift 10 lbs. to 20 lbs.	Normal working conditions, including no or limited exposure to hazardous conditions/materials/equipment. Safety gear may sometimes be required
WORKING CONDITIONS - VISUAL	Close concentration and visual attention	
WORKING CONDITIONS - HAZARD	Limited exposure	