

Manager, Print Shop
Lee College

Direct Link: <https://www.AcademicKeys.com/r?job=250946>

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Posted Dec. 27, 2024, set to expire Jan. 6, 2025

Job Title	Manager, Print Shop
Department	
Institution	Lee College Baytown, Texas
Date Posted	Dec. 27, 2024
Application Deadline	01/06/2025
Position Start Date	Available immediately
Job Categories	Director/Manager
Academic Field(s)	Facilities/Maintenance/Transportation Graphic Design/Marketing
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Job Description	

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Manager, Print Shop

Salary:

Job Type: Full-Time

Job Number: FY2300540

Location: Main Campus - Baytown, TX

Division: President's Office

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Position Overview

Starting Salary Range is \$56,827-\$65,353. The initial salary offer is commensurate with education and related work experience.

This position provides leadership, management, and supervision and accountability for the operations of the Lee College Print Shop. This position oversees all aspects and operations of the print shop, including managing inventory, coordinating projects, and ensuring timely production. By provide print services for the entire campus and handle external printing needs through partnerships with local companies. This position manages and oversees all operations within the print shop, working closely with the Design and Marketing teams to ensure projects are aligned with brand standards and timelines. The print shop collaborates with various departments that utilize our services the most, ensuring all print needs are met efficiently and effectively. Additionally, the position is responsible for maintaining accurate inventory of supplies, coordinating the ordering process, and optimizing workflows to support both campus-wide printing needs and external print services for partnered companies. The role involves continual communication with internal teams to keep processes streamlined and responsive to the college's printing demands. The incumbent explores new opportunities and continually strives to research, develop, recommend, and implement best practices in the print shop. This position works directly with the campus community, as well as the partnerships with the college. The incumbent manages the print shop's supply inventory, working closely with vendors to secure the best deals for the college. This includes exploring opportunities to expand the range of materials and supplies purchased, ensuring they meet the college's best value guidelines while maintaining quality and cost efficiency.

Essential Duties & Responsibilities

Proactively seek out ways to improve processes, efficiency, and outcomes

Print Shop Manager-

- Provide leadership, management, and supervision for the Lee College Print Shop
- Oversee day-to-day operations; supervise, direct and delegate assignments to full-time, part time, and student assistant employees
- Serve as Hiring Manager to fill vacancies
- Negotiate contracts and rates with vendors and service providers to secure cost-effective solutions when applicable
- Collaborate closely with the Design and Marketing teams to discuss upcoming print projects,

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ensuring we're aligned on timelines and specifications. Also monitor inventory levels and communicate any need to reorder supplies to keep projects running smoothly.

- Work closely with each department that heavily relies on the print shop to stay informed about their upcoming events and print needs.
- Manage plan of annual and recurring projects commencement, Foundation events, and the start of each semester peak period
- Responsible for maintaining inventory levels, ensuring that supplies are stocked and readily available for production
- Serve as the software program administrator for the TRAC work orders tracking system in the print shop, configuring, modifying, and programming the software to align with the department's workflow and improve overall efficiency in managing print jobs and orders.
- Design, optimize and run reports and inquiries to measure goals, effectiveness, and department efficiency
- Strategize, manage and oversee special projects
- Conduct regular safety trainings; establish safe practices and foster a safe work environment
- Ensures the safekeeping of equipment and materials that are received and stored, trains employees on care, preservation, and use of print shop handling equipment
- Due to the sensitive nature of some materials being processed, confidentiality is essential in handling certain projects.
- Collects and manages print shop data analytics to measure progress
- Prepares production reports and presentations for leadership
- Skilled in troubleshooting and maintaining a wide range of machines, with a strong knowledge of their operation and mechanics.
- Capable of diagnosing and resolving technical issues efficiently to ensure optimal performance and minimal downtime.

Print Shop Equipment-

- Develop, establish, and implement print shop safety and certification program
- Provide training, re-training, and certification for print shop equipment operators and similar machinery per OSHA and industry standards
- Investigate accidents/near-misses and enforce policies and procedures
- Maintain print shop operation records as required
- Oversee regular maintenance of print shop equipment to ensure all machines are running smoothly and functioning properly. If issues arise, schedule technicians for repairs as needed to minimize downtime.

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Paper Supply

- Negotiate contracts with suppliers for bulk purchases
- Manage internal supply
- Seek cost saving and best value solutions
- Place bulk orders and maintain adequate supply and inventory

Additional Duties & Responsibilities

- Perform other duties as assigned

Minimum Education, Experience, Knowledge, Skills & Abilities

- High School Diploma or equivalent (G.E.D.) Associates Degree or an equivalent combination of education and experience in lieu of a degree.
- Five (5) years of related work experience.
- Must have demonstrated record keeping skills, as well as good interpersonal skills.
- Knowledge of modern office practices, procedures, and equipment, including Mac or PCs, Adobe suite and their operations.
- Must be able to establish and maintain cooperative working relationship sand provide supervisory direction/coordination fall department functions with department staff.
- Must be able to lift, carry, pull and push objects or loads of fifty (50) pounds or more.
- Must be able to stand for extended periods of time.
- Must be able to perform work with speed and accuracy.

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Lee College does not discriminate on the basis of race, color, religion, sex (including pregnancy, gender identity and sexual orientation), national origin, age, disability, veteran status, genetic information or any other basis protected by law.

To apply, please visit <https://www.schooljobs.com/careers/lee/jobs/4766607/manager-print-shop>

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Contact Information

Please reference Academickeys in your cover letter when applying for or inquiring about this job announcement.

Contact

N/A

Lee College

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