

Digital Printing Operator Lead - PT/Hourly Community Colleges of Spokane

Direct Link: <https://www.AcademicKeys.com/r?job=251943>

Downloaded On: Jan. 26, 2025 2:50am

Posted Jan. 22, 2025, set to expire Feb. 4, 2025

Job Title Digital Printing Operator Lead - PT/Hourly
Department Staff
Institution Community Colleges of Spokane
Spokane, Washington

Date Posted Jan. 22, 2025

Application Deadline 02/04/2025

Position Start Date Available immediately

Job Categories Classified Staff
Part-Time/Temporary Staff

Academic Field(s) Administrative Support/Services
Information Technology

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Apply By Email

Job Description

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Digital Printing Operator Lead - PT/Hourly

Community Colleges of Spokane

Location:Spokane CC Main Campus Spokane

Department:SCC Arts & Sciences Division

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Pt/Hourly - Up to 16 hours/week

Salary Range: \$17.02 - \$21.90

Starting salary for this position is: \$17.02 (Hourly)

Employees hired at the entry step of this range receive salary step advancement after six months and every 12 months thereafter. An employee hired at anything higher than the entry step of the range will have salary step advancement after 12 months and every 12 months thereafter until they reach the top of the salary range. Each salary step advancement will be approximately a 5% increase.

About Us

Spokane Community College, part of Spokane Colleges, serves 15,000 students with career technical, liberal arts, and adult education programs in Spokane and surrounding rural communities.

Applications will be forwarded to the hiring official as they are received and accepted until the need is filled.

About the Digital Printing Operator Lead - PT/Hourly

JOB SUMMARY

Under general direction of the Assistant Dean of Arts & Sciences, the Digital Printing Operator Lead provides copy services and support through the operation of copiers, computers and other equipment located in Spokane Community College's (SCC) Work Center.

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This is a non-permanent, hourly position. (Approx. 16 hours/week)

CHARACTERISTIC DUTIES AND RESPONSIBILITIES

- Oversee the operation of SCC's Work Center. Regularly assign, instruct and check the work of others; train and assist others in copy machine operation. *
- Receive, prioritize, and fill copy work requests. *
- Record and prepare monthly billings. *
- Answer phone and provide assistance. *
- Operate all copiers, computers, laminators, spiral binding machine, scanner, and related equipment in Work Center. *
- Clean copiers, make minor repairs, and schedule maintenance and service. *
- Requisition supplies and equipment. *
- Keep current on updated software for copiers. *
- Model professional decorum and mutual respect in all interactions. *
- Comply with district policies, procedures and directives, state and federal regulations, orders, and statutes and collective bargaining agreements. *
- Support and advance the Spokane Colleges strategic plan, and perform related duties as required. *

**Indicates this is an essential duty.*

COMPETENCIES

- Action Oriented
- Optimizes Work Processes
- Ensures Accountability
- Drives Results
- Collaborates
- Values Differences
- Communicates Effectively
- Instills Trust
- Demonstrates Self-Awareness
- Self-Development
- Nimble Learning
- Situational Adaptability

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Learn more about [our competencies](#).

MINIMUM QUALIFICATIONS

- High school diploma or equivalent.
- One-year office experience or equivalent education.
- Experience operating copy equipment.
- Experience using computers, spreadsheets, and word processing software.

DESIRED QUALIFICATIONS

- One year of experience operating high volume copy equipment.
- Familiarity with copyright laws.

PHYSICAL REQUIREMENTS

- Work is performed in a normal, temperature-controlled office environment.
- Work is active in nature.
- Frequent use of computers.
- Visual focus and strain.
- Move up to 25 lbs occasionally.
- Occasional kneeling, stooping, crouching, crawling, and climbing.
- Frequent repetitive hand/wrist motions and finger manipulation.

CONDITIONS OF EMPLOYMENT

- Non-permanent, hourly position.
- Work schedule will be determined by the supervisor.
- This position is overtime eligible.
- Criminal background check is required.
- This position is eligible for coverage under a collective bargaining agreement. Membership is optional.

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Person hired must be able to provide acceptable documentation of U.S. Citizenship or lawful authorization to work in the United States. This is an absolute condition of employment. An offer of employment will not carry with it any responsibility or obligation on the part of the district to sponsor an H1-B visa. In addition, the Spokane Colleges maintain a drug-free work environment and prohibits all smoking in the college buildings and state-owned vehicles. Must be able to successfully work in and promote a multicultural work and education environment.

Prior to a new hire, a background check including criminal record history will be conducted. Information from the background check will not necessarily preclude employment but will be considered in determining the applicant's suitability and competence to perform in the position. Once an applicant is chosen for a position, they are required to complete and submit a declaration regarding sexual misconduct and investigation per state law.

Benefits Information

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Medical, dental, life and long term disability insurance benefits are provided as currently administered under Public Employees Benefits Board; WA State Retirement Plan; vacation and sick leave begin to accrue at the rate of one (1) day per month, upon employment. (For positions that are less than full time, leave accruals will be prorated to the percentage of the position.) This position is designated a bargaining unit position and union membership is not a condition of employment. Leave accruals and usage are governed by the WFSE collective bargaining agreement.

[Public Employees Benefits Board](#)

[Additional benefits information](#)

Required Application Materials

To qualify for consideration, applicants must meet required competencies and submit a complete application packet, which includes the following:

- Cover letter - addressing your qualifications relevant to the responsibilities of this position.
- Resume.
- References - the names, addresses, and phone numbers of three professional references.

For questions regarding a job application or the hiring process, or if you require an accommodation during the application or interview process, please contact HR at CCS.Recruiter@ccs.spokane.edu.

Equal Opportunity Institution

Spokane Colleges does not discriminate in its programs, activities and employment on the basis of race, creed, color, religion, national or ethnic origin, age, sex, marital status, pregnancy, pregnancy related conditions, parental status or families with children, status as a mother breastfeeding their child, AIDS/HIV or hepatitis C, honorably discharged veteran status, sexual orientation, gender identity or expression, disability, use of a trained guide dog or service animal by a person with a disability, genetic information, or any other legally protected category.

Direct all inquiries or grievances regarding access, Title IX, ADA, equal opportunity compliance, and/or



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grievances to:

Fred Davis | Chief Human Resources Officer

Spokane Colleges

P.O. Box 6000, MS1004

Spokane, WA. 99217-6000

509-434-5040

To apply, please visit: <https://careers.ccs.spokane.edu/jobs/digital-printing-operator-lead-pt-hourly-spokane-washington-united-states>

Contact Information

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

Contact

Staff

Community Colleges of Spokane

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