

**Production & Design Specialist
University at Buffalo**

Direct Link: <https://www.AcademicKeys.com/r?job=255976>

Downloaded On: Apr. 22, 2025 3:10am

Posted Apr. 21, 2025, set to expire May 16, 2025

Job Title Production & Design Specialist
Department Print Services
Institution University at Buffalo
Buffalo, New York

Date Posted Apr. 21, 2025

Application Deadline 05/16/2025
Position Start Date Available immediately

Job Categories Professional Staff

Academic Field(s) Graphic Design/Marketing

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Job Description

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Production & Design Specialist, Print Services

Position Information

Position Title: Production & Design Specialist, Print Services

Department: Print Services

Posting Link: <https://www.ubjobs.buffalo.edu/postings/56750>

Job Type: Full-Time

Posting Detail Information

Production & Design Specialist University at Buffalo

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Position Summary

The [Print Services](#) unit at the University at Buffalo is seeking a motivated **Production & Design Specialist** that will be responsible for creating customer files and printing according to desired specifications. Candidate must enjoy highly detailed work and be highly organized. In this role you will be responsible for the following:

- Design and production file set up and able to fulfil bindery functions.
- Work with campus customers on compliance and branding rules set-forth by University Communications.
- Conduct cost estimates.
- Market Print Services on-campus.

Learn more:

- Our [benefits](#), where we prioritize your well-being and success to enhance every aspect of your life.
- Being a part of the [University at Buffalo community](#).

University at Buffalo is an affirmative action/equal opportunity employer and, in keeping with our commitment, welcomes all to apply including veterans and individuals with disabilities.

Minimum Qualifications

- Associate degree with 2 years of experience OR bachelors degree.
- Proficiency in Adobe Creative Suite and Microsoft Office; InDesign, Illustrator, Photoshop, Acrobat, Excel, Word, and PowerPoint.
- Excellent communication skills. Ability to understand written instruction and comfortable following up with customers for clarification on job tickets.

Preferred Qualifications

- Experience with graphic design.

Physical Demands

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- Able to move up to 50 lbs with the use of cart or dolly.

Salary Range

\$49,500 - \$51,000

Special Instructions Summary

Is a background check required for this posting?

Yes

Contact Information

Contact's Name: Kelly Stich

Contact's Pronouns:

Contact's Title: Administrative Staff Assistant

Contact's Email: stcih@buffalo.edu

Contact's Phone: 716-645-6074

Posting Dates

Posted: 04/17/2025

Deadline for Applicants:

Date to be filled: 07/01/2025

jeid-66b3a2248c80bd42ba7aef1bd566a2e9

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

Contact

N/A

University at Buffalo

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