

Print Shop Assistant (Part-Time)
Quinsigamond Community College

Direct Link: <https://www.AcademicKeys.com/r?job=269256>

Downloaded On: Dec. 9, 2025 12:45pm

Posted Dec. 9, 2025, set to expire Dec. 28, 2025

Job Title Print Shop Assistant (Part-Time)
Department Auxiliary Operations
Institution Quinsigamond Community College
Worcester, Massachusetts

Date Posted Dec. 9, 2025

Application Deadline 12/28/2025

Position Start Date Available immediately

Job Categories Part-Time/Temporary Staff

Academic Field(s) Facilities/Maintenance/Transportation

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Job Description

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Print Shop Assistant (Part-Time)

Category: Part Time Non-Benefitted

Department: Auxiliary Operations

Locations: Worcester, MA

Posted:

Closes: 12/28/2025

Type: Part Time

Position ID: 195418

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General Statement

Assists in the daily operation of the Print Shop, set ups and operates high speed/high volume copiers in producing a wide variety of forms, publications, and other materials for all of the College's departments; maintains reproduction equipment; and performs related work as required.

Supervision Received

Works under the supervision of the Reproduction Services Supervisor who provides instruction, assigns work and reviews performance through inspection for accuracy and conformance with instructions.

Duties and Responsibilities

- Assists in the day-to-day Print Shop operations while maintaining extreme attention to detail and providing exceptional customer service.
- Performs one or more phases of the graphics, printing or finishing process.
- Performs pre-press practices utilizing Adobe Acrobat Pro and Microsoft Programs (Word, PowerPoint, Excel, Publisher, and others). Ability to make pre-press adjustments as needed.
- Operates, adjusts, maintains and reports repair necessity of all Print Shop machinery: including high-speed and color copiers, multifunction devices, Baum folder, Titan 200M paper cutter, Pitney Bowes insertion and various binding equipment.
- Determines the method and paper stock/supplies to be used and the time needed for each printing order.
- Participates in accurately inventorying all supplies, parts, etc. to perform the day-to-day Print Shop operations.
- Keeps machinery areas clean and maintains a pleasant and welcoming work area.
- Performs department pick-ups/deliveries of printed products of various weights utilizing flatbed, 2 wheel dolly, etc.
- Communicates effectively in oral expression, telephone communications and all electronic communications, including composing/sending written and electronic communications utilizing Microsoft Outlook and other methods.
- Actively supports the teaching and learning process; works to create and support a student-centered environment.
- Works actively with other areas of the college to ensure a spirit of college wide collaboration, collegiality, civility, and teamwork
- Embraces the ideals of diversity and inclusiveness and supporting the equal rights of all people by advancing the understanding and appreciation of differences including age, race, gender,

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- ability, religious convictions, socio-economic status, ethnic heritage, or sexual orientation
- Provides flexible, responsive and high quality service to all, be they students, community, or staff, and continuously assesses processes and procedures and revises accordingly
- Performs other duties as assigned.

Job Requirements:

Minimum Qualifications

- High School Diploma or equivalent.
- Ability to read, write and comprehend the English language.
- Ability to maintain accurate records.
- Ability to follow oral and written instructions.
- Ability to work accurately with names, numbers, codes and/or symbols.
- Ability to communicate effectively in oral expression.
- Ability to give oral and written instructions in a precise and understandable manner.
- Ability to stand/sit for prolonged periods of time.
- Ability to lift and carry heavy objects.
- Ability to work independently.
- Ability to establish and maintain harmonious working relationships with others.
- Ability to deal tactfully with others.
- Knowledge of the methods used to operate and maintain digital multi-function devices and related equipment such as paper cutting machinery, collators, etc.
- Excellent computer skills including Microsoft Office Suite/Adobe Acrobat Pro.
- Knowledge of the materials and supplies used in a print shop/copy center.
- Knowledge of the safety practices and procedures followed in a print shop/center.
- Knowledge of the standard terminology used in connection with digital print devices.

Preferred Qualifications

- Ability to operate a folder, inserter, drill press, paper cutter and stapler.
- Experience working within a customer service production setting.

Additional Information:

Quinsigamond Community College is an affirmative action/equal opportunity employer and does not discriminate on the basis of race, color, national origin, ethnicity, gender, disability, religion, age,

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veteran status, genetic information, gender identity or sexual orientation in its programs and activities as required by Title IX of the Educational Amendments of 1972, the Americans with Disabilities Act of 1990, Section 504 of the Rehabilitation Act of 1973, Title VII of the Civil Rights Act of 1964, and other applicable statutes and college policies. The College prohibits sexual harassment, including sexual violence. Inquiries or complaints concerning discrimination, harassment, retaliation, or sexual violence shall be referred to the College's Affirmative Action and/or Title IX Coordinator, the Massachusetts Commission against Discrimination, the Equal Employment Opportunities Commission or the United States Department of Education's Office for Civil Rights.

Quinsigamond Community College will provide reasonable accommodations to qualified individuals with disabilities and encourages both prospective and current employees to discuss potential accommodations with the employer.

Diversity, inclusion, and equity are core values at Quinsigamond Community College. We are passionate about building and sustaining an inclusive, respectful, and equitable environment for all students, staff, and faculty. Every member on our college campus enriches our diversity. We support inclusion and are dedicated to ensuring equity in access to opportunities.

Quinsigamond Community College is an equal opportunity/affirmative action employer. Members of underrepresented groups, minorities, women, veterans, persons with disabilities, and all persons committed to diversity and inclusive excellence are strongly encouraged to apply.

Successful applicants will be required to complete a Criminal Offender Record Information (CORI/SORI) request.

To apply, visit <http://qcc.interviewexchange.com/jobofferdetails.jsp?JOBID=195418>

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Contact Information

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

Contact

Auxiliary Operations
Quinsigamond Community College

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