



Cleveland State University

The Print Shop at Cleveland State

Job Description for the Position of Print Shop Clerk

Supervisor	Print Shop Manager
Hourly Salary	\$8.00 per hour
Hours / Week	Up to 20

Qualifications

1. Enrolled in 6+ credit hours per semester during tenure of position
2. Excellent oral/written communication skills and ability to interact effectively with CSU campus population.
3. Customer service experience preferred.
4. Basic math and money handling skills required.
5. Strong computer skills; experience with Word, Excel, internet, email, etc.
6. Familiarity with Print Shop technology and software preferred.
7. Must be dependable with strong work habits; able to manage time and priorities and be service oriented.

Basic Duties

1. General customer service/cashier duties.
2. Assist students and student organizations with copying and posting needs.
3. Monitor banner space reservation process.
4. Post and remove flyers from campus bulletin boards.
5. Assist SGA election candidates with posting needs.
6. Uphold University posting regulations in collaboration with other campus departments/offices.
7. Establish and adhere to a regular work schedule as approved by Supervisor(s).
8. Meet with Supervisor(s) on a regular basis.
9. Other duties as assigned by Print Shop Manager.

Application Form for Employment for the Position of Print Shop Clerk

Name: _____
Last First Middle Initial

Address: _____
Street Address Apt. No.

City State Zip Code

Phone: _____
Home Work Cell/Pager

Email: _____ **CSU ID:** _____

Academic Major: _____ **Class Standing:** _____

Estimated Semester and Year of Graduation: _____

Do you have Federal Work Study (circle one): Yes No

I, _____, attest that the information contained herein is accurate to
Signature*

the best of my knowledge. Additionally, I acknowledge that the information submitted through this application may be shared appropriately with student representatives as part of the official selection process.

*False information may render the above signed ineligible to serve.

Please complete the application in its entirety and include a resume

Please answer all the questions below.

Please list all of your extracurricular activities on and off campus:

Describe what interests you about this position:

Describe your special skills you would bring to the Print Shop:

Attach an additional sheet if you need more room to answer the questions above

Past Work Experience and References

Employer: _____

Date of Employment: _____

Supervisor's Name: _____

Phone Number: _____

Duties Performed

Employer: _____

Date of Employment: _____

Supervisor's Name: _____

Phone Number: _____

Duties Performed

May we contact your former employers for references? _____

Please provide the name, title, email and phone of three professional references (if different from those listed above):

Name: _____ Title: _____

Email: _____ Phone: _____

Name: _____ Title: _____

Email: _____ Phone: _____

Please list all classes and other commitments below

TIME	Monday	Tuesday	Wednesday	Thursday	Friday
8:00 am					
8:30 am					
9:00 am					
9:30 am					
10:00 am					
10:30 am					
11:00 am					
11:30 am					
12:00 pm					
12:30 pm					
1:00 pm					
1:30 pm					
2:00 pm					
2:30 pm					
3:00 pm					
3:30 pm					
4:00 pm					
4:30 pm					
5:00 pm					
5:30 pm					
6:00 pm					
6:30 pm					
7:00 pm					
7:30 pm					
8:00 pm					
8:30 pm					