

Student Employment Job Description

Job Title:	MIPS Student Employee
Department:	Mail Imaging & Print
Rate of Pay:	2026/27 AY \$15 Per Hour
Location:	Columbia College Robnette Spence 1001 Rogers St. Columbia, MO 65201
Posted Date:	August 31, 2026- August 21, 2027
Supervisor:	Malcolm McPherson – Lead Print Operations
Purpose/Summary:	Student Employees will assist the two major functions of our department, print and fulfillment operations. Employees will work with full-time operators to complete a variety of print work within a deadline. Employees will become well versed in the operation of a variety of print and finishing equipment. In addition to print needs employees will assist with receiving and distributing packages around campus. This includes prepping and processing outgoing mail. Employees will work alongside fulfillment staff to prep various products and packets. This includes folding, inserting, sorting, sealing, and applying postage.
Essential Functions:	• Responsible for the setting up and operation of a variety of print production machinery, including a variety of finishing equipment, digital production printers, and large format equipment. • Execute a variety of bindery and finishing processes, including manual trimming, laminating, collating and stapling, packaging, and the ability to operate applicable machinery and equipment. • Perform minor adjustments and daily maintenance to equipment with an ability to troubleshoot and repair minor equipment inaccuracies and work with the supervisor to resolve complex problems as it relates to digital print and finishing equipment. • Understand a wide range of print media, substrates, and raw stock specifications. • Work alongside other production personnel. • Fulfill additional responsibilities as assigned. • Attend work timely and regularly during the established hours of operation. • Additional duties as assigned.
Qualifications:	• Ability to fluently read, write, and understand the English language. • Proficiency with the following, but not limited to active listening; speaking; writing; critical thinking; judgment and decision making; monitoring; reading comprehension; time management; coordination; and management of personnel resources.

	• Proficiency in using a variety of computer and technology-related software and equipment, including Microsoft Office products and database systems. • Proficiency in using web-based technologies, including database systems. • Ability to work independently and in a team environment, with or without direct supervision. • Excellent communication, interpersonal, customer service, and organizational skills.
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