



## Vienna International School Job Description

**Job Title:** Reprographics Specialist

**Responsible to:** Reprographics Department Leader

**Admin Salary Scale:** E

**% Employment** 100% (38.5 hours per week)

**Job Summary** The Reprographics Specialist is expected to provide support to staff and students of the school in the areas of Reprographics.

Personnel Specification	Essential	Desirable
<b>Minimum Qualifications</b>	<ul style="list-style-type: none"> <li>- Higher vocational-technical school (HTL) or equivalent.</li> <li>- Fluency in English and German</li> </ul>	<ul style="list-style-type: none"> <li>- University degree in a technology related field</li> <li>- Graphic design training</li> </ul>
<b>Professional Experience</b>	<ul style="list-style-type: none"> <li>- Minimum of 2-years relevant work experience</li> <li>- Good knowledge of digital techniques and good computer knowledge</li> <li>- Experience in print production and graphics design interest</li> <li>- Experience with producing brochures, flyers, programs, tickets, posters</li> </ul>	<ul style="list-style-type: none"> <li>- Experience supporting both Microsoft and Apple operating systems</li> <li>- Experience with Reprographics in schools</li> </ul>
<b>Professional Understanding and Knowledge</b>	<ul style="list-style-type: none"> <li>- Good general IT literacy</li> <li>- Technical understanding of Reprographics MFD and production machines</li> <li>- Teamwork</li> </ul>	<ul style="list-style-type: none"> <li>- Understanding printing production techniques and related software (EFI Fiery Command Workstation)</li> <li>- In depth technical troubleshooting skills</li> </ul>
<b>Professional Competencies</b>	<ul style="list-style-type: none"> <li>- Competent computer user with MS Office suite and Adobe Acrobat</li> <li>- flexible in responding to the needs of the school</li> <li>- Skilled on understanding the needs of the customers</li> <li>- Proactive self-starting working style with the ability to organise and prioritise tasks</li> <li>- Competent in German and English</li> <li>- Strong communication and positive interaction skills required in an international environment</li> </ul>	<ul style="list-style-type: none"> <li>- Design, engineering background/skills</li> <li>- Good knowledge of digital techniques and basic computer ADOBE InDesign, Illustrator, Acrobat, Photoshop software knowledge</li> <li>- The ability to demonstrate the use of ICT and Repro technology effectively in a learning environment</li> <li>- Willingness to engage in self learning and on-line research in case of needs, to meet the needs of a changing and dynamic working environment.</li> </ul>
<b>Beliefs and Values</b>	<ul style="list-style-type: none"> <li>- A strong commitment to the beliefs and values of the IB programme</li> <li>- A strong commitment to the belief that all children can be successful</li> <li>- A willingness to support and promote intercultural understanding and international mindedness</li> <li>- A willingness to actively promote Diversity, Equity, Inclusion and Justice</li> <li>- A commitment to harness learning and teaching technologies in order to support inquiring, inspired and involved lifelong 21st century learners</li> </ul>	



## SPECIFIC RESPONSIBILITIES

### Staff and/or students

The Reprographics Specialist is expected to

- Carry out reprographics requests from staff and departments.
- Assist staff and students on copy and print jobs for school projects.
- Provide support of reprographics service to staff, students, parents and guest speakers.
- In cooperation with the IT department, if necessary, update access codes and ID copy cards for staff photocopiers for new staff and departing staff.
- Provide guidance and advice to staff regarding the use of computer printer drivers and MFD hardware as well as new technologies and best practice in the use of IT/Repro

### Technical/administrative

The Reprographics Specialist is expected to:

- Routine printer machine maintenance on assigned equipment including paper runs to restock printers.
- Provide technical support in the installation, configuration, maintenance, and care of MFD hardware used in both education and administration areas.
- Various administrative functions (recording/tracking job details), maintain inventory of supplies and consumables as required and place orders when needed.
- Troubleshoot printing errors to fix routine issues, e.g. paper jams/restocking of paper and other user generated problems
- Liaise and collaborate with IT team as necessary to maintain MF printers
- Show respect, sensitivity, and compassion towards others
- Deputise for the Reprographics team leader in regard to the operational aspects of the reprographics department
- Work closely with the Marketing Department on the development of designs for digital media, and printed media, event tickets, etc.
- Provide professional insights in regard to design aiming to support the creative process having in mind pre-printing production requirements and the school corporate identity

## PROFESSIONAL RESPONSIBILITIES

The **Reprographics Specialist** is expected to

- Use the School job ticketing and printing management systems to plan for the provision of technical support to support all staff.
- Assist and train staff on new machines and with the use of new techniques on a regular basis
- Provide clear communication with stakeholder groups as and when required
- Pursue an approach to reduce printing with digital alternatives in order to contribute to the school's sustainable environment goals
- Maintain constructive and professional relationships with all staff
- Contribute to the on-going development of the school

## GENERAL SCHOOL SUPPORT

The **Reprographics Specialist** is expected to

- Support community related activities in the promotion of the 'life of the school'.
- Provide support for other activities as deemed appropriate by the Director within the scope of responsibilities as Reprographics Technician/Specialist.
- Any other duties that may, from time to time, reasonably be required within the general level of responsibility of the post.



## **Review**

This Job Description will be reviewed as part of the School's Appraisal Process. It may also be reviewed by mutual agreement outside such a cycle at the request of either the Director or the post holder.

## **Framework**

To support the post holder in the fulfilment of the terms of this Job Description, Vienna International School undertakes to provide, within the limitations of available resources:

- An appropriate induction programmes
- Ongoing Professional Development opportunities, linked to the Strategic Plan and agreed school objectives and personal goals
- Personal and professional support as appropriate
- Equality of opportunity in personal development