

***NAPA VALLEY COLLEGE  
STUDENT WORK STUDY  
JOB DESCRIPTION***

**TITLE OF JOB:** PRESS ROOM ASSISTANT    **POSITION UPDATED:** JUNE 2018

**DEPARTMENT:** PRINTING SERVICES \_\_\_\_\_

**GENERAL PURPOSE:**

Under direct supervision, operate collator, power paper-cutter, paper drill, folding machines, shrink wrapper and other reproduction equipment.

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**DUTIES:**

Load pages in collator and booklet maker to produce booklets. Cut printed products to finished sizes. Bind manuals with comb binder, assemble books to produce finished products. Fold printed paper to finished products.

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**SKILLS REQUIRED:**

Will train.