



Rocky River City School District

1101 Morewood Parkway • Rocky River • Ohio • 44116

440.356.6003 • www.rrcs.org

Sam Gifford, Executive Director of Human Resources and Support Services

POSITION OPEN

Copy Center Specialist (1.0 FTE)

8:30 a.m. – 4:30 p.m.

- Position Available: July 1, 2017
- Rate of Pay: Starting at Step 1, \$15.57/hr., Based upon experience
- Responsibilities: Coordinate the Educational Publications Program and Copy Center; organize and implement the daily operation of a copy center; coordinate the production and distribution of printed district forms; design and prepare mock-ups for new brochures, pamphlets and other printed materials. Paper ordering for the district.
- Qualifications: Experience with planning and development of Educational Publications and Copy Center using associated Macintosh personal computer programs; experience using Xerox 4112 equipment preferred.

Applications are now being accepted for the above position. Interested persons should apply on-line **AS SOON AS POSSIBLE**.

OUTSIDE CANDIDATES: Apply on-line at: www.generalasp.com/rockyriver/onlineapp
Or through our website www.rrcs.org

Current regular employees/current occasional employees: Submit a letter of interest to the Office of Support Services.

An equal opportunity employer.

SG/cc
2/9/2017

Posted: Board of Education Office
Rocky River High School
Rocky River Middle School
Kensington Intermediate School
Goldwood Primary School
Service Building
Facilities Operations