



THE UNIVERSITY of  
**MISSISSIPPI**  
JOB DESCRIPTION

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**Production Manager - The Daily Mississippian**

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**Definition of Class**

This position ensures the publishing and delivery of the campus newspaper on a daily basis.

**Examples of Work Performed**

Coordinates, manages, and supervises the activities of the pressroom, darkroom, and composing room.

Coordinates, manages, and supervises the delivery of the newspaper.

Performs routine and specialized maintenance and repair on printing presses, developers, and supplementary equipment.

Mixes chemicals, adds ink, loads paper stock, and adjusts machinery and equipment.

Coordinates the delivery of the paper to the post office.

Ensures the insertion of supplemental material.

Ensures the correctness and timeliness of the papers' delivery.

Supervises, trains, and monitors the work of students, providing guidance and assistance when necessary.

Budgets or predicts need of required supplies and submits purchase requests.

Performs similar or related duties as assigned or required.

**Essential Functions**

These essential functions include, but are not limited to, the following. Additional essential functions may be identified and included by the hiring department.

1. Coordinates and supervises pressroom, darkroom, and composing room activities.
2. Maintains the levels and condition of supplies and equipment.
3. Trains and monitors the work of students.

**Minimum Qualifications**

These minimum qualifications have been agreed upon by Subject Matter Experts (SMEs) in this job class and are based upon a job analysis and the essential functions. However, if a candidate believes he/she is qualified for the job although he/she does not have the minimum qualifications set forth below, he/she may request special consideration through substitution of related education and experience, demonstrating the ability to perform the essential functions of the position.

Any request to substitute related education or experience for minimum qualifications must be addressed to The University of Mississippi's Department of Human Resources in writing, identifying the related education and experience which

demonstrates the candidate's ability to perform all essential functions of the position.

**Physical Requirements:** These physical requirements are not exhaustive, and additional job related physical requirements may be added to these by individual agencies on an as needed basis. Corrective devices may be used to meet physical requirements.

**Physical Exertion:** The incumbent may be required to lift up to approximately 100 pounds.

**Vision:** Requirements of this job include close vision and color vision.

**Speaking/Hearing:** Ability to give and receive information through speaking and listening.

**Motor Coordination:** While performing the duties of this job, the incumbent is frequently required to stand; walk; use hands to finger, handle or feel objects, tools or controls; talk and hear; and reach with hands and arms. The incumbent is occasionally required to sit; climb or balance; and stoop, kneel, crouch or bend.

**Experience/Educational Requirements:**

**Education:**

Graduation from a standard four-year high school or equivalent (GED).

AND

**Experience:**

One (1) year of experience related to the above described duties.

**Interview Requirements**

Any candidate who is called to an agency for an interview must notify the Department of Human Resources in writing of any reasonable accommodation needed prior to the date of the interview.

Rev. 04/01/2015

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