

COPY SERVICE COORDINATOR

Function of Job:

Under general supervision of designated supervisor, to oversee production and operations of campus copy/printer services for numerous copiers throughout the campus, including related equipment maintenance, cash collection, and bookkeeping responsibilities.

Characteristic Duties and Responsibilities:

1. Coordinate operations of copy/printer services campus-wide for departmental copy machines and computer card readers.
2. Assist faculty, staff, and students with copy jobs, suggesting most efficient and cost saving production methods.
3. Schedule work, estimating time and materials needed to complete the job.
4. Operate primary high volume copier as required.
5. Review output of departmental copier/printer machines to assure that work of copy operation meets quality control standards and job deadlines.
6. Collect funds from copiers and card vending machines; prepare daily deposits; perform reconciliation and data entry; and perform other bookkeeping related to copiers.
7. Order related supplies and maintain adequate inventory.
8. Address all copy related production problems.
9. Perform preventative maintenance, troubleshooting and repair of campus card vending machines.
10. Perform minor software support and preventative maintenance on computers assigned to printing/copying services.
11. Maintain adequate inventory of supplies that support campus-wide copy machine program.
12. Supervise copy operators and/or student workers, as assigned.
13. Perform other related duties as assigned.

Minimum Qualifications:

1. High school graduation and three years related experience in printing operation.
2. Supervisory ability.
3. Ability to operate copy/printer machines with capability of performing routine preventative maintenance and repairs.
4. Strong communication skills.
5. Ability to establish and maintain effective working relationships with faculty, staff, students, and the general public.
6. Knowledge of different types of printing as required by copy center.

3/19/01
System Approval

1/8/01
Effective Date

This document is a generic classification specification of the University System of New Hampshire. Its purpose is to describe the representative responsibilities and general level of complexity, and it is not a substitute for the specific job description of the individual position.