

Manager of Campus Mail and Print Services

Function of Job

Under broad supervision from designated supervisor, manage daily mail and print services operations, including implementing cost-effective and efficient methods for mailings and printing, scheduling services to accommodate customers' needs, and supervising and coordinating work of staff and students.

Characteristic Duties and Responsibilities:

1. Manage all mailing and digital printing service operations for the campus, including all mail distribution, bulk mailings, and customized printing.
2. Coordinate mailing and printing requests of various campus departments to determine most cost-effective and efficient means of meeting the needs.
3. Prepare and monitor office budget and billings, including cost analysis.
4. Establish and maintain all operating procedures and policies related to mail and printing operations utilizing knowledge of USNH, campus policies and federal regulations.
5. Enhance operations through use of improved technology.
6. Hire, train, supervise and evaluate work of staff and student workers.
7. Analyze operational data; prepare reports and provide statistics for both mail and printing services.
8. Advise offices/departments of mailing and printing options and cost estimates.
9. Maintain computerized financial records and reports.
10. Perform related other duties as assigned.

Minimum Acceptable Qualifications:

1. Associate's degree in business, information technology or related field and four years of print/mail services or related experience, including at least one year of supervisory experience.
2. Working knowledge of federal mail regulations, rates, and schedules, and copyright laws.
3. Communication skills.
4. Ability to troubleshoot applicable software and hardware.

Additional Desirable Qualifications:

1. Experience with various computerized mailing and/or printing operations.
2. Experience in college or university mail or printing services.

3/8/00

System Approval

12/13/99

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.

