

## SATELLITE COPY CENTER SUPERVISOR

### **Function of Job:**

Under broad supervision of designated supervisor, supervise daily operations of assigned campus copy service center(s).

### **Characteristic Duties and Responsibilities:**

1. Supervise and coordinate operations of copy services at satellite copy centers, including such additional services as copyright clearance services and cartridge refilling services.
2. Supervise, evaluate and train all support staff and student workers and assist in the hiring process.
3. Provide assistance to students, faculty and staff in the design and production of their copy work and computer output.
4. Distribute and schedule copy work, estimating time and materials necessary to complete the job.
5. Distribute and schedule all copy work, estimating time and materials necessary to complete the job, and providing pricing as needed.
6. Address all copy related production and technical problems, troubleshooting hardware and software, as needed.
7. Order all paper, supplies, and equipment within established purchasing and budget guidelines and maintain inventory on supplies and maintenance records on equipment.
8. Responsible for maintaining quality control, efficient operations, and customer satisfaction.
9. Maintain records of sales, complete daily deposit, and balance cash register each day.
10. Perform other related duties, as assigned.

### **Minimum Acceptable Qualifications:**

1. High school graduation and two years of related higher education and one year of experience in a copy operation, or any combination of higher education and experience equal to three years.
2. Supervisory ability.
3. Communication and organizational skills, with ability to work well with others.
4. Ability to operate high volume copy machines.

### **Additional Desirable Qualifications:**

5. Graphic arts courses in print design or print operation.

06/18/08  
System Approval

06/02/08  
Effective Date

Revised – original approved 5/12/93 as Supervisor – Copy Service

**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.**