

Wright State University
CLASSIFIED JOB SPECIFICATION
Wright Copy Coordinator

I. JOB INFORMATION

Job Title: Wright Copy Coordinator (CS 05)

Job Class: 31414

FLSA Status: Non-Exempt

II. JOB SUMMARY

Under general direction provides customer related services for the campus copy center including copying, faxing, mailing services, laminating, binding and personalized specialty items.

III. PRIMARY DUTIES AND RESPONSIBILITIES

- Organizes, develops and implements procedures for various copy center services. Oversees the handling of customer orders and cash transactions.
- Monitors usage of machinery and production schedules. Maintains and makes minor repairs to machinery.
- Supervises and trains employees.
- Quotes production costs to customers and resolves customer service issues.
- Performs basic bookkeeping duties (e.g. counts receipts, posts accounts to log books, makes bank deposits, pays bills and computes costs of services).
- Maintains inventory on supplies and equipment. Orders supplies and materials.
- Interprets, applies and follows departmental rules, regulations and policies within section.

Note: This is not an inclusive list of duties and responsibilities.

IV. MINIMUM EDUCATION, EXPERIENCE, KNOWLEDGE, SKILLS, AND ABILITIES

Two years of post-secondary education and two years of (FT) related work experience OR, a high school diploma or GED and four years of (FT) related work experience. A bachelor's degree in a related field may be substituted for the required work experience. Previous supervisory experience. Experience in graphics arts industry. Excellent interpersonal, verbal and written communication skills. Excellent customer service skills. Budget management experience. Ability to calculate basic math. Thorough knowledge and skills to utilize high speed duplicating machines, current office equipment and a variety of complex software packages. Working knowledge of additional software.

V. WORKING CONDITIONS

Conditions may require walking, stooping, pushing, pulling, lifting (less than or equal to 40 pounds), bending, handling equipment and materials.

VI. WSU TESTING/EXAMINATIONS REQUIRED

None

VII. CERTIFICATIONS OR LICENSURE(S) REQUIRED*

None

VIII. JOB SERIES

31410

This specification is intended to illustrate the level of complexity and kinds of job duties that may be assigned to positions with this classification title, and should not be interpreted to describe all the duties that may be included in a job description.