Definition of Class
This is a supervisory position in which the incumbent oversees duties associated with providing quality copies and binding. Incumbent has the responsibility to ensure that Copy Centers and Bindery are run properly in order to meet the demands of customers and to make a profit. The incumbent manages the day-to-day operations of printing and binding within the Student Union and the University Publishing Center. Incumbent relieves director of routine administrative duties and frequently exercises discretion and judgment in a wide variety of areas.

Examples of Work Performed
Supervises, trains, and coordinates the day-to-day activities of printing and binding.

Ensures and schedules quality printing on a computerized high volume copy machine.

Ensures that binding of materials is done correctly and meets quality control standards.

Meets with customers to determine color, paper quality and type for needed products and gives written estimates for all Quick Copy jobs.

Reviews estimates and charges out all jobs in the Quick Copy area for billing.

Oversees the production of top quality binding.

Arranges and performs maintenance of all copiers, bindery and mail processing equipment across campus.

Collects, counts, and submits cash reports from all coin operated copy machines.

Evaluates and recommends the purchase of new equipment.

Schedules and prioritizes jobs based on departmental needs.

Orders and maintains equipment, inventory, and supplies for Quick Copy Centers, bindery and mail operations.

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. Supervises, trains, and coordinates the day-to-day activities of printing and binding.

2. Schedules and prioritizes jobs.

3. Orders and maintains equipment, inventory, and supplies.

4. Coordinates the maintenance of numerous copy centers throughout the university.
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 50 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 talk and hear; stand; use hands to finger, handle or feel objects, tools or controls; and reach with hands and arms. The incumbent is occasionally required to walk; sit; climb or balance; stoop, kneel, crouch or bend; and taste or smell.

Experience/Educational Requirements:
   Education: High School Diploma or equivalent (GED).
   AND

   Experience: Three (3) years of experience related to the above described duties.

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

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