Georgia State University  

Job Specification

Job Title:  Manager, Copy Services

BCAT Code:  09MX41  
Pay Grade:  G14  
Effective Date:  June 1, 2011  
Revision Date:  July 1, 2013

General Description
Under the general direction of the Assistant Director for PantherCard and Copy Operations, this position is responsible for providing excellence in Copy Services document processing to the campus community.

Examples of Duties
- Opens and closes the Copy Corner.
- Oversees the assigned personnel.
- Supervises, hires, trains and develops, and evaluates the staff.
- Maintains accurately the assigned Copy Corner cash drawers.
- Adheres to and maintains appropriate internal controls.
- Reviews the recorded copier counter information and approves associated deposit remittance forms pertaining to collections of coins from the convenience self-serve copiers.
- Coordinates campus convenience self-serve copiers.
- Processes and accounts for various payment methods for the provided services.
- Keeps up-to-date with applicable laws, rules, and regulations of the federal and state government, the Board of Regents and Georgia State University (GSU).
- Develops and formulates targeted outcomes and related assessments.
- Upon approval, purchases and maintains inventory of supplies.
- Performs other related duties as assigned.

Knowledge, Skills and Abilities
- Knowledge of copier services and document production environments in a college or University.
- Knowledge of financial and budget management.
- Knowledge in the use of digital copying equipment and in the use of industry leading graphic design software, such as Adobe Creative Suite, and on-line ordering systems, such as NowDocs document ordering and processing software.
- Excellent verbal and written communication skills.
- Excellent customer service and positive management skills.

Minimum GSU Hiring Standards
Bachelor’s degree and two years of supervisory/management experience; or a combination of education and related experience.

The above is a general description of duties performed by employees holding this job title and does not represent a complete list of duties that may be assigned to an employee.