

# University of Houston – Clear Lake

## Position Description

Job Title: **Copy Center Technician**

Job Code: **4417**

Pay Grade: **060**

FSLA: **NE**

Location: **UHCL**

Retirement Program: **TRS**

### QUALIFICATIONS

	REQUIRED	PREFERRED
Education	High school diploma or GED.	Hands on knowledge of high speed copiers.
Experience	Copy center operations, dealing with tight deadlines and pressure as well as PC spreadsheet knowledge.	Six months to one year.
License/Certification		

*This position may be security sensitive requiring a background check of the final candidate.*

### POSITION SUMMARY

**Operate University of Houston-Clear Lake Copy center, including high speed copiers, color copier and binding machines. Maintain budget. Prepare monthly reports for supervisor. Advise work study student(s).**

Duties and responsibilities	% Time
Operate Ricoh color and black and white copiers. Function a Mac computer for student's printing needs. Reply to emails daily.	40
Assure deadlines are met and jobs are of highest standard. Furnish customers with estimates. Maintain Bookstore monthly IDT's, journals, billing and account receivables. Make weekly cash deposits from cash register revenue. Produce weekly and monthly reports showing job totals, impressions revenue and profit. Accountable for inventory needs and placing orders when needed through PeopleSoft. Restock and organize new supplies in shelves and cabinets. Liable for calling service when needed. Responsible for keeping meter reading log. In charge of calling our competition for basis of setting our prices. Maintain machines and office clean and organized daily. Create and distribute Copy Center promotional materials. Update Copy Center's bulletin board with creativity on a monthly basis.	36
Perform spiral ring binding, drilling, laminating, velobind, fax transmission, side stapling, shrink wrap, 3 hole punch and answer shop phone.	15
Maintain interdepartmental state and local IDT by: Creating local and state batch header weekly as well as maintaining a batch log. Reconcile IDT's with appropriate back up for accounting	9

*This position description describes the general qualifications, duties and responsibilities of work being performed.*