

The University of Akron
Classification Specification

Job Title:	Supv DocuZip Center	Job Code:	42621
Job Function:	Staff	Grade:	118
Job Family:	Classified	FLSA:	Non-Exempt
SOC Description:	2000 Finance / Accounting Division	Date:	1/1/04;7/1/99

Job Summary:

Supervise the Docu-Zips retail copy centers at the Student Union and Polsky locations. Maintain an efficient work flow with adequate and cost effective staffing while providing services to meet customer needs.

Essential Functions:

45% Supervise the Polsky and Student Union Docu-Zip operations. Responsible for training and scheduling students working at the Docu-Zip Centers.

20% Perform operation tasks within department including handling customer orders, running copies, binding and etc.

15% Respond to customers questions and assist them with resolving their needs.

10% Maintain convenience copiers throughout campus. Perform meter reading, filling of paper and servicing them.

5% Daily deposits of Student Union coin-op deposits.

5% Other duties as assigned.

Education:

Requires 18 months of education or training beyond high school.

Licenses/Certifications/Requirements:

None.

Experience:

Requires a minimum of 4 years experience in retail including a working knowledge of copy machines and maintenance. The ability to operate personal computers and MAC devices required. Computer software knowledge including word processing, PhotoShop, Publisher and other related software required. Prior supervisory and customer service experience required.

Leadership:

Responsible for directing and monitoring the work of student and/or temporary workers.

Physical Requirements:

Moderate physical effort required involving long periods of standing, walking on rough surfaces, bending and/or stooping; periodic lifting of moderately heavy items (over 25 lbs. -- 50 lbs.).

Working Conditions:

Standard working environment with possible minor inconveniences due to occasional noise, crowded working conditions and/or minor heating/cooling or ventilation problems. Near continuous use (>70% of the time) of a video display terminal.

The intent of this classification specification is to provide a representative summary of the types of duties and responsibilities that will be required of positions given this title and shall not be construed as a declaration of the specific duties and responsibilities of any particular position. Employees may be requested to perform job-related tasks other than those specifically presented in this description. The University requires that all University employees whose assigned duties include some involvement with The University of Akron's intercollegiate athletics program, comply with all relevant NCAA Bylaws in performing their work.