

MORGAN STATE UNIVERSITY ♦ STUDENT EMPLOYMENT OFFICE

JOB DESCRIPTION

PLEASE COMPLETE THIS FORM IN ITS ENTIRETY.

POSITION NAME:		EMPLOYMENT TYPE:	
Copy Center Team		<input checked="" type="checkbox"/> WORKSTUDY <input checked="" type="checkbox"/> COMMUNITY SERVICE <input type="checkbox"/> TUTORIAL <input checked="" type="checkbox"/> CAMPUS EMPLOYMENT	
DEPARTMENT/AGENCY NAME:			
Student Affairs / University Student Center			
PURPOSE OF POSITION:			
Under the supervision of the Retail Manager, the Copy Center Team works to maintain and advance the Morgan State University Student Center's Copy Center, which includes but is not limited to providing customers with copies, faxes and print outs.			
TYPICAL DUTIES:			
<ul style="list-style-type: none"> • Communicate with customers, vendors, fellow employees and supervisor(s) in an effective and respectful manner. • Sell and make copies. • Assist customers with their copies, faxes and printing needs/inquiries. • Run the appropriate Copy Center report(s). • Complete other projects as identified by the Copy Center Manager. • Promote the Copy Center in various ways <p>Minimum Requirements:</p> <ul style="list-style-type: none"> • Excellent attention to detail, communication and organizational skills. • Ability to operate complex office machines • Ability to handle money. • People skills. <p>Preferred Qualifications:</p> <ul style="list-style-type: none"> • Experience working in retail. • Ability to work well under pressure. 			
OFFICE EQUIPMENT REQUIRED:			
Cash register, adding machine (calculator), credit card and BNC machine, copy and fax machine(s), PC , printer, paper cutter, hole puncher. Walkie Talkie			
SUPERVISION RECEIVED:			
<input type="checkbox"/> SUPERVISION REQUIRED <input checked="" type="checkbox"/> SOME SUPERVISION REQUIRED		<input type="checkbox"/> LITTLE SUPERVISION REQUIRED <input type="checkbox"/> RARELY NEEDS SUPERVISION	
CONTACT INFORMATION:			
SUPERVISOR: Michelene Dean			
LOCATION: University Student Center Room 104			
TELEPHONE: (443) 885-1815		FAX: (443) 885-8248	
EMAIL: MICHELENE.DEAN@MORGAN.EDU			

OPENING DATE:	CLOSING DATE:
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