

# MORGAN STATE UNIVERSITY♦STUDENT EMPLOYMENT OFFICE

## JOB DESCRIPTION

<b>POSITION NAME:</b>	<b>EMPLOYMENT TYPE:</b>
<b>MX Copy Center Team</b>	<input checked="" type="checkbox"/> WORKSTUDY <input type="checkbox"/> COMMUNITY SERVICE <input type="checkbox"/> TUTORIAL <input checked="" type="checkbox"/> CAMPUS EMPLOYMENT
<b>DEPARTMENT/AGENCY NAME:</b>	
<b>University Student Center</b>	
<b>PURPOSE OF POSITION:</b>	
Under the supervision of the Retail Manager and Assistant 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.	
<b>TYPICAL DUTIES:</b>	
<ul style="list-style-type: none"> <li>• Communicate with customers, vendors, fellow employees and supervisor(s) in an effective and respectful manner.</li> <li>• Sell and make copies.</li> <li>• Assist customers with their copies, faxes and printing needs/inquiries.</li> <li>• Run the appropriate Copy Center report(s).</li> <li>• Complete other projects as identified by the Copy Center Manager.</li> <li>• Promote the Copy Center in various ways</li> </ul> <b>Minimum Requirements:</b> <ul style="list-style-type: none"> <li>• Excellent attention to detail, communication and organizational skills.</li> <li>• Ability to operate complex office machines</li> <li>• Ability to handle money.</li> <li>• People skills.</li> </ul> <b>Preferred Qualifications:</b> <ul style="list-style-type: none"> <li>• Experience working in retail.</li> <li>• Ability to work well under pressure.</li> </ul>	
<b>OFFICE EQUIPMENT REQUIRED:</b>	
Cash register, adding machine (calculator), credit card and BNC machine, copy and fax machine(s), PC, printer, paper cutter, hole puncher. Walkie Talkie	
<b>SUPERVISION RECEIVED:</b>	
<div style="display: flex; justify-content: space-between;"> <div style="width: 45%;"> <input type="checkbox"/> SUPERVISION REQUIRED  <input checked="" type="checkbox"/> SOME SUPERVISION REQUIRED         </div> <div style="width: 45%;"> <input type="checkbox"/> LITTLE SUPERVISION REQUIRED  <input type="checkbox"/> RARELY NEEDS SUPERVISION         </div> </div>	
<b>CONTACT INFORMATION:</b>	
SUPERVISOR: <b>Michelene Dean</b>	
LOCATION: <b>University Student Center Room 104</b>	
TELEPHONE: <b>(443) 885-1815</b>	FAX: <b>(443) 885-8248</b>
EMAIL: <a href="mailto:MICHELENE.DEAN@MORGAN.EDU">MICHELENE.DEAN@MORGAN.EDU</a>	

OPENING DATE:	CLOSING DATE:
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