



**DATE ISSUED:** 09/05  
**FLSA:** Non-Exempt  
**PTO:** COVS

## **JOB DESCRIPTION**

### **TITLE**

Coordinator, Central Services - Houston

### **JOB SUMMARY**

Performs duties pertaining to the coordination of services in the operation of and relating to the collection and distribution of campus interdepartmental mail and US mail. Performs duties in the operation of duplicating and copy services. Duties include planning and execution of routine and special duplicating services. Responsible for the normal operation of the Central Services Department. Maintains professional and cooperative provider/client relationship with all walk in traffic to Central Services area; including coin-op copier, mail room and central receiving. Gives accurate general information and/or departmental referrals to the external and internal public. Work is performed under general supervision and performance evaluation is based upon completion of assignments and results obtained. The performance evaluation is conducted through the performance evaluation system and in accordance with the University Policies & Procedures.

### **ORGANIZATIONAL RELATIONSHIPS**

*Reports to:* Campus Manger

*Supervises:* May supervise Student Assistants

### **PRIMARY DUTIES** - *May include, but not limited to the following:*

Coordinates the policy making, quality control and customer service for the areas of printing, copying and mailing operations--Houston Center.

Receives copier paper, telephone directories and all shipments other than furniture for the Houston Center.

Coordinates all mail and copier operations for the Houston Center and the maintenance of associated equipment.

Stamps and bundles US mail for mailing.

Prepares and maintains duplication and postal reports

Informs customers of policies and procedures of the Central Services Department.

Acts as vendor for copy cards for students.

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Maintains petty cash as cash fund for coin-op machines.  
Separates, counts, and prepares coin rolls from coin-op machines and copy card sales weekly for deposit.  
Maintains copiers in the Central Services Department and MGJ lobby.

***ADDITIONAL DUTIES***

Performs other duties as requested.

***EDUCATION***

High school diploma or equivalent required.

***EXPERIENCE***

At least three years of progressively responsible printing and mail room experience.

***KNOWLEDGE, SKILLS, AND ABILITIES - The following are essential:***

Knowledge of office practices and methods.  
Thorough knowledge of printing and associated industries including mailing and copying.  
Ability to direct and supervise the work of student assistants.  
Ability to manage a copying, mailing and binding unit.  
Skilled in all mechanical related areas of a printing, copying and mailing operation.  
Thorough knowledge of US guidelines for mailing procedures.  
Ability to coordinate work with other employees.  
Ability to independently collect and compile information.  
Ability to respond to situations calmly, quickly, and efficiently.  
Ability to organize work effectively, conceptualize and prioritize objectives and exercise independent judgment based on an understanding of organizational policies and activities.  
Ability to establish and maintain effective work relationships with students, faculty, staff, and the public.  
Ability to communicate effectively orally, by phone, in person, and in writing.  
Ability to represent the department and University in a friendly, courteous, and professional manner.  
Ability to use a personal computer and other office equipment.

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### **PHYSICAL DEMANDS**

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee must be able to stand; walk; sit; use hands to finger, handle, or feel objects, tools or controls; reach with hands and arms; climb stairs; talk or hear. The employee must have the ability to occasionally lift and/or move up to 40 pounds. Specific vision abilities include ability to distinguish the nature of objects by using the eye.

### **WORK ENVIRONMENT**

Employees are responsible for performing their duties in an environment that is free from discrimination, intimidation, coercion or harassment, including sexual harassment. Work is performed primarily indoors in an office setting. The noise level in the work environment is low to moderate. While performing the duties of this position, the employee may be required to travel.

### **SAFETY**

Assists in the creation of a culture of safety and environmental protection by performing work safely in accordance with departmental safety procedures. Operates equipment safely and reports any unsafe work conditions or practice to supervisor.

*The job description does not constitute an employment agreement between the employer and employee and is subject to change by the employer as the needs of the employer and requirements of the job change.*

**Employee Signature:** \_\_\_\_\_ **Date:** \_\_\_\_\_

***Texas Woman's University strives to provide an educational environment that affirms the rights and dignity of each individual, fosters diversity, and encourages a respect for the differences among persons. Discrimination or harassment of any kind is considered inappropriate.***

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***Texas Woman's University is committed to equal opportunity in employment and education and does not discriminate on the basis of race, color, religion, sex, sexual orientation, or ethnic origin, age, veteran's status, or against qualified disabled persons.***

***All positions at Texas Woman's University are deemed security sensitive requiring background checks.***