

Manager, Printing and Duplicating Alcorn State University

Direct Link: https://www.AcademicKeys.com/r?job=257050
Downloaded On: Nov. 20, 2025 12:30pm
Posted May 15, 2025, set to expire May 10, 2026

Job Title Manager, Printing and Duplicating

DepartmentPrinting and DuplicatingInstitutionAlcorn State UniversityLorman, Mississippi

Date Posted May 15, 2025

Application Deadline Open until filled

Position Start Date Available immediately

Job Categories Director/Manager

Academic Field(s) Facilities/Maintenance/Transportation

Job Website https://jobopps.alcorn.edu/postings/7627

Apply By Email

Job Description

The incumbent is responsible for overseeing all daily aspects of the printing and duplicating operations to ensure that it operates efficiently and effectively.

Essential Job Functions

- Oversees, plans, and directs the activities of the print shop.
- Prepares or directs the preparation of cost estimates.
- Establishes and coordinates methods and procedures for economical and efficient production.
- Confers with institution and departmental representatives on materials to be printed and the
 priorities and time limits involved and prepares or directs the preparation of schedules
 accordingly.
- Supervises staff engaged in pre-press preparation, pressroom, and binding operations; plans and directs formal and on-the-job training programs.



Manager, Printing and Duplicating Alcorn State University

Direct Link: https://www.AcademicKeys.com/r?job=257050
Downloaded On: Nov. 20, 2025 12:30pm
Posted May 15, 2025, set to expire May 10, 2026

- Determines or assists in determining the kind, amount, and location of equipment; requisitions supplies, repair parts, and replacements or additional equipment; directs the cleaning, maintenance, and minor repair of equipment.
- Plans, develops and writes specifications for a wide range of printing and binding jobs to be contracted to commercial printing vendors as needed.
- Directs the preparation and maintenance of necessary records and reports.

Qualifications

- Technical or college level education related to printing services or related field
- Three (3) years' related experience overseeing print shop operations

Contact Information

Please reference Academickeys in your cover letter when applying for or inquiring about this job announcement.

Contact

,