

**Manager, Printing and Duplicating  
Alcorn State University**

Direct Link: <https://www.AcademicKeys.com/r?job=257050>

Downloaded On: Jul. 17, 2025 7:22am

Posted May 15, 2025, set to expire May 10, 2026

<b>Job Title</b>	Manager, Printing and Duplicating
<b>Department</b>	Printing and Duplicating
<b>Institution</b>	Alcorn State University Lorman, Mississippi

<b>Date Posted</b>	May 15, 2025
--------------------	--------------

<b>Application Deadline</b>	Open until filled
<b>Position Start Date</b>	Available immediately

<b>Job Categories</b>	Director/Manager
-----------------------	------------------

<b>Academic Field(s)</b>	Facilities/Maintenance/Transportation
--------------------------	---------------------------------------

<b>Job Website</b>	<a href="https://jobopps.alcorn.edu/postings/7627">https://jobopps.alcorn.edu/postings/7627</a>
--------------------	---

**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: Jul. 17, 2025 7:22am

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**

,