



## POSITION VACANCY ANNOUNCEMENT

**Date:** August 28, 2017

**Title of Position:** Central Services Worker

**Bargaining Unit / Salary Range:** Salary and Benefits commensurate with the Agreement between the MCCS Trustees and the MSEA Support Services Unit, Level 10

### MINIMUM

**QUALIFICATIONS:** High School diploma or GED. Associate Degree and previous work experience in a professional copy service/mail office or department are preferred.

**RESPONSIBILITIES:** Under the supervision of the Central Services Supervisor, this position will be responsible to perform all of the activities of the college Central Services department involving many technical, and production services for the College. Will coordinate with facilities regarding packages that are delivered to campus; responsible for helping Central Services staff and work study students to make sure reproduction jobs are completed timely and efficiently, will take a roll in training of Central Services work study students in the use of printing and postal equipment; supports the general supplies inventory for the Central Services area; responsible for providing general information to students and visitors about Central Services operations; responsible for mail processing and distribution; provide assistance in the use of both printing and postal equipment as necessary, as well as assisting in the maintenance and repair schedule of such equipment. The position is responsible for maintaining the copiers on campus to include the repairs, and inventory of all supplies related to the copiers. The person needs to be able to make independent decisions and to proactively resolve problems; provide knowledgeable and courteous customer service to students, instructors, staff, via phone, email and face-to-face about many aspects of copy services, mail processing and distribution as well as Student ID card and Passport photo processing.

**SCHEDULE:** Normal work hours are Monday through Thursday from 1:30 p.m. to 6:30 p.m, however, additional hours are sometimes necessary

**APPLICATION** Employment Application available at [cmcc.edu](http://cmcc.edu)

**PROCEDURE:** Submit an employment application, a current resume, letter of interest and three references by September 12, 2017 to:

Or

Todd Crossley – 207-755-5434

[tcrossley@cmcc.edu](mailto:tcrossley@cmcc.edu)

Central Maine Community College

1250 Turner Street, Auburn, Maine 04210

To enrich education through diversity, Central Maine Community College is an equal opportunity/affirmative action institution and employer. For more information, please call (207)755-5434.