

MANUAL Student Employment Career Services	SECTION Student Job Description	PAGE 1 / 1 REVISED 5/24
SUBJECT <b>Office Machine Operator</b>	RANK x252	GROUP II

DEFINITION:

Under limited supervision of staff or faculty employee, a student usually performs all or part of the following duties:

Note: TO BE CLASSIFIED AS AN OFFICE MACHINE OPERATOR, THE STUDENT MUST PERFORM THE DUTIES DESCRIBED 90% OF THE TIME THEY ARE WORKING, OTHERWISE THEY SHOULD BE CLASSIFIED AS A GENERAL OFFICE AIDE.

- (a) Operates electronic stencil-cutting, addressing, automatic folding, offset printing, imprinting, and duplicating machines.
- (b) Performs minor repairs, reports major repair needs, and cleans machines.
- (c) Manages inventory and supplies.

BASIC QUALIFICATIONS:

Prior experience in operating office machines is highly desirable but not required.

QUALIFICATIONS FOR STARTING AT STEP B:

One (1) year experience in operating office machines.

LEARNING OUTCOMES\*:

- Proactively anticipate needs and prioritize action steps.
- Multi-task well in a fast-paced environment.
- Demonstrate flexibility by adapting to diverse environments.
- Be present and prepared.
- Demonstrate dependability.
- Prioritize and complete tasks to accomplish organizational goals.
- Consistently meet or exceed goals and expectations.
- Have attention to detail, resulting in few, if any, errors in their work.
- Show a high level of dedication toward doing a good job.
- Listen carefully to others, taking time to understand and ask appropriate questions without interrupting.
- Be accountable for individual and team responsibilities and deliverables.
- Collaborate with others to achieve common goals.
- Navigate change and be open to learning new technologies.

\*Learning outcome descriptions from the [National Association of Colleges and Employers \(NACE\)](#).