



# WEST VIRGINIA STATE UNIVERSITY

## **Manager of Printing Services Office of Communications and Marketing**

### **West Virginia State University**

Founded in 1891, West Virginia State University (WVSU) is a public-land grant institution, which was originally founded as a historically black university, but which has evolved into a fully accessible, diverse, and multi-generational institution serving approximately 2,600 students. WVSU offers 23 undergraduate and 6 graduate degrees, along with one doctoral degree. WVSU competes in athletics at the NCAA Division II level in 7 men's sports and 8 women's sports. WVSU is located in Institute, WV, a suburb of Charleston, the largest city and the capital of West Virginia. With more than 200,000 people living in the metropolitan area, it is an active, exciting and engaging community, boasting cultural and historical events, music, festivals and entertainment.

### **Position Description**

West Virginia State University is looking for a quality-oriented candidate for the position of Manager of Printing Services. The Manager of Printing Services is responsible for print production, job quotes, production estimates, quality control, inventory control, employee supervision and shipping and handling for the WVSU Print Shop. The Print Shop serves the WVSU campus community, as well as external clients, which provides an additional revenue stream to the university.

The Manager of Printing Services ensures that product quality and project deadlines are met on a daily basis. In addition, the Manager of Printing Services takes an active role in cultivating and growing additional printing work from outside the university.

This is a non-classified, essential, FLSA exempt, full-time, benefits eligible position. This position reports to the Director of Visual Communications and Branding within the Office of Communications and Marketing.

### **Responsibilities for the Manager of Printing Services**

- Conceptualize layout and typeset publications, such as booklets, business cards, flyers, forms, letterheads, posters, programs and marketing packets.
- Support various departments regarding layout and design, as well as, determining printing specifications. Must confer with clients when jobs are being proposed or are currently in house and facilitate the work of others on the team.
- Ensure that WVSU brand standards are met for all on campus projects.

- Order supplies and manage inventory.
- Supervise Printing Services staff including student workers.
- Meet with external clients and potential clients to drive new revenue generation.
- Review publications prior to print production for quality and publication standards, legal implications and copyright questions.
- Maintain a job file of all printed work for the departments including bids, purchase orders and samples.
- Provide billing information and direct the timely production and delivery of client invoices.
- Collaborate with the Division of Business and Finance staff to ensure collection of receipts due to Printing Services from internal clients are communicated and collected in a timely fashion.
- Maintain department budget, including revenue projections, expenses and potential growth opportunities to generate new revenue.
- Understand all aspects of digital and off-set printing, production workflow, fulfillment and installation techniques.
- Perform other duties, as assigned.

### **Requirements for the Manager of Printing Services**

#### **Education**

- Bachelor's degree in directly related field

#### **Experience**

- Three (3) years of experience in operating/supervising a printing production shop

#### **Knowledge, Skills, and Abilities**

- Familiarity with high-volume printing equipment, binding technologies, and Adobe Creative Suite.
- Experience with Microsoft Office Suite (Word, Excel, Outlook).
- Previous management experience, preferably in a higher education or commercial print shop setting.
- Excellent verbal and written skills for managing client relations

### **Salary Statement**

Salary will be commensurate with experience.

### **Benefits of Full-Time Employment**

West Virginia State University offers a comprehensive benefits package designed to support the health, financial security, and work-life balance of its employees. Benefits include employer-sponsored health insurance through PEIA with prescription coverage, access to wellness programs, and the option to enroll in dental, vision, hearing, and other supplemental insurance plans. Employees may also participate in health savings accounts and flexible spending accounts.

The university provides employer-paid basic life insurance and offers optional additional coverage. Retirement benefits are provided through the TIAA retirement plan with a **6% employer match for employees contributing 6% of their salary.**

Full-time employees accrue **two days of annual leave and one and a half days of sick leave per month**, along with eligibility for family medical leave, military leave, workers' compensation, and unemployment coverage. Additional benefits include educational assistance opportunities, access to the university's Employee Assistance Program, and other university amenities.

### **To Apply:**

First consideration will be given to applicants who submit a resume, cover letter, academic transcripts, and the names and email addresses or phone numbers of three professional references by June 15, 2026. The position will remain open until filled. All requested information must be submitted for your application to be considered.

Please submit application materials via email to [jobs@wvstateu.edu](mailto:jobs@wvstateu.edu) or mail to:

West Virginia State University  
Department of Human Resources  
P. O. Box 1000, 324 Ferrell Hall  
Institute, WV 25112

**West Virginia State University conducts criminal background checks on all job candidates upon acceptance of a contingent offer. Any offer of employment is contingent upon the satisfactory completion of a background check.**

**West Virginia State University is an equal opportunity employer committed to providing access, equal opportunity, and reasonable accommodation in employment and in its services, programs, and activities. All qualified applicants will receive consideration for employment without regard to race, color, religion, sex, national origin, age, protected veteran status, or disability. Individuals who require reasonable accommodation to participate in the job application or interview process should contact the Disability and Accessibility Resources unit at 304-766-3083 or [ada@wvstateu.edu](mailto:ada@wvstateu.edu)**