WARTBURG COLLEGE
POSITION DESCRIPTION
Title of Position – Mail Center Coordinator
Preparation Date: February 2016

Function of Position:
Responsible to the Asst. VP for Dining and Retail Services for total operation of the Mail Center, including supervision of student employees, receipt and delivery of campus mail and packages, and processing, sending, and delivery of internal and external mail and other items. Recommend improvements in processes and operations, and help implement changes. This is a hands-on coordinating position; this person works alongside other staff to insure proper services are provided.

Principal Duties and Responsibilities:
1. Supervise the mail center; including overseeing the pickup and return of mail to the U.S. Post Office, other postal services, and delivery services, delivery of campus mail, processing of postage due mail, forwarding of mail, and assigning and closing student mailboxes. Process outgoing mail, including bulk and presort mailings, and prepare packages for mail services pickup. Monitor and implement postal regulations. Maintain a safe and organized work environment. Collaboratively set and communicate services and service hours. (35%)

2. Interview, hire, train, supervise and evaluate student employees and part-time staff. Prepare and implement staff training sessions. Train student managers and work with student managers to set up schedules for student workers. (20%)

3. Attend the service counter, and perform other tasks as needed. Operate and maintain postage machines and other equipment, utilize computer programs and systems. Collaborate with other departments on use of shared dock, and receiving during times the College is closed. (20%)

4. Evaluate and recommend improvements in processes and operations. Coordinate services with other appropriate areas such as the Digital Print Center. Investigate and obtain bids, and make recommendations for related equipment and software. (15%)

5. Maintain accurate mailing lists for items to be addressed by printing and mailing services; assist with preparing mailings. (5%)

6. Order, receive, and maintain supplies, equipment and service contracts. Supervise and assist with cash handling, billing and account management. Make deposits. Reconcile and maintain bookkeeping records. (5%)

7. Perform other duties as assigned.

Supervision:
Definite objectives are set up for the employee by the supervisor, requiring the use of a wide range of procedures. The employee plans and arranges his/her own work and refers questions of policy to the supervisor.

Minimum Qualifications:
Requires a minimum of a two-year degree in business, management, accounting or related area with training in operating computers, and knowledge of postal regulations, plus one year of effective experience in postal processes, digital print services, operations management, or related area. Requires good math, oral and written communication skills, organizational skills and customer service skills, and ability to lift and carry 40 lbs.

Application Procedure:
Send letter of interest, including a statement regarding qualities you offer within the context of the Wartburg College mission, résumé, and contact information for three references electronically to: hr@wartburg.edu. See www.wartburg.edu for further information about the college. Screening begins immediately and continues until position is filled.

Wartburg College is a selective liberal arts college of the ELCA, nationally recognized for community engagement. As an affirmative action, equal opportunity institution, Wartburg College actively seeks applications from women and members of ethnic and minority groups.