

Alverno College
Non-Exempt Position Description

Position Title: Mail Clerk

Date: February 16, 2021

Department: Mail Services

Status: Student Employee

Reports To: Director, Campus Administrative Resource Service

Primary Function: Assist the Director in the processing of in-coming mail and packages, processing out-going mail, assembling internal supply orders as well as providing service to faculty, staff and students at service counter.

Principal Responsibilities:

- 1) Distribute incoming mail via mail drawers to ensure on-time delivery
- 2) Sell stamps
- 3) Balance register at the end of the day
- 4) Accurately process outgoing mail and shipping items
 - a. Prepare and bundle permit mail according to requirements
 - b. Use electronic scale and mailing machine to prepare mail and shipping item(s)
 - c. Check Vendor (USPS, UPS or FedEx) when accepting prepaid out-going item
- 5) Assist staff, faculty and students with USPS, UPS and FedEx shipping.
- 6) Sign for, record pertinent information and notify recipient of package delivery on in-coming packages from UPS, FedEx, DHL, Amazon and other shippers at the receiving dock
- 7) Deliver and record pertinent information for internal supplies
- 8) Participate in department meetings and Official College functions when appropriate
- 9) Be respectful of the College's vision of a balanced and healthy lifestyle strategy which includes the *Seven Dimensions of Wellness: Career, Emotional, Environmental, Intellectual, Physical, Social and Spiritual*
- 10) Comply with safety procedures, including clean and orderly areas
- 11) Perform other tasks as necessary to support the mission of the College
- 12) Assist director with other duties (both computer driven and not computer driven)

Knowledge and Skills Required:

1. High school diploma or equivalent
2. Prefer at least six months of experience in a mail room or other clerical office setting
3. Candidate should have an aptitude for both numbers and machines
4. Hand eye coordination and a demonstrated ability to do detail work is important
5. Must learn how to operate iX-7Pro Series Mailing Machine

Working Conditions:

General office environment, with some heavy lifting, and pulling and pushing

Notes:

1. Length of employment is based on job availability, funding and employee performance.
Start and End Dates of position to be determined.
2. Performance evaluations are determined by the department.

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