



### Mail Coordinator Position Description – Residential Life

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<b>Title:</b>	Mail Coordinator
<b>Department:</b>	Residential Life
<b>Reports to:</b>	Safety & Services Specialist
<b>Appointment:</b>	Summer Semester (May 9, 2022 – August 19, 2022) Academic year (August 20, 2022 – May 8, 2023) Employment expectations begin the date a staff member accepts the position offered.
<b>Remuneration:</b>	C1; Hourly wage: \$12 per hour
<b>Hours:</b>	Between the hours of 8am and 4pm. Varies per week, up to 20 hours per week maximum.

#### Position Summary

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Mail Coordinators are responsible for managing daily transportation of mail and packages for the residence hall desks. This position includes daily administrative responsibilities, mail sorting and forwarding, package review and distribution, and providing exceptional customer service.

#### Responsibilities

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This list is not meant to be a comprehensive list of job responsibilities, there will be situations and circumstances that arise which will require staff to perform other duties as assigned.

- Provide an exceptional level of customer service through personal interactions, phone calls, email, or other communication means.
- *During the Academic Year:*
  - Pick up mail from Crawford, McElroy, Preska, and Sears daily. This should occur from 8am-Noon, Monday-Friday.
  - Distribute mail to Crawford, McElroy, Preska, and Sears daily. This should occur from Noon-4pm, Monday-Friday.
- Log and mark all packages that come through our office.
- Assist with receiving, sorting, logging, and distributing packages utilizing mail software.
- Report damages, or equipment failure, and emergency maintenance or custodial needs to supervisor.
- Develop positive working relationships with Residence Life staff.
- Assist with administrative tasks as directed by supervisor.
- Attend staff meetings as scheduled.
- Keep supervisor informed of concerns expressed by staff and residents regarding operations.
- Read and be familiar with all information contained in training materials, manuals, and USPS postal regulations.
- Accept additional responsibilities as appropriate by their supervisor and Residential Life.

#### Qualifications and Conditions of Employment

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- A. During the academic year, a student employee must be actively enrolled in a minimum of 6 credit hours.
  - a. If you are enrolled in 6-11 credits in a semester, the maximum amount of hours you may work in a pay period is 28 hours.
  - b. If you are enrolled in 12+ credit hours, the maximum amount of hours you may work in a pay period is 40 hours.
- B. During summer employment, a student employee must be enrolled in at least one summer class and will work varying hours [between 20 and 40 hours per week].