POSITION DESCRIPTION
Central Administration

To apply, submit an employment application (click here for application), resume and letter of interest to: Mail Center Manager
5301 S. Highway 16, Suite 200, Rapid City, SD 57701

I. POSITION TITLE: Mail Center Assistant

II. EMPLOYEE CLASSIFICATION: Administrative

III. JOB CLASSIFICATION: Nonexempt

IV. ACCOUNTABLE/REPORTS TO: Mail Center Manager

V. POSITIONS REPORTING TO THIS POSITION: None

VI. DUTY HOURS: Part time; five to six hours daily, Monday through Friday, plus additional hours as may be required to complete the necessary duties.

VII. MINIMUM REQUIREMENTS:

EDUCATION: High school diploma or GED equivalent required.

EXPERIENCE: Six months of job-related office work, experience in the mail field preferred, and must be able to acquire and maintain a valid driver’s license.

PHYSICAL: Complete mobility; able to lift, move and/or carry up to 70 lbs.; walk, sit, or stand for long periods of time.

SKILLS EXPECTATIONS: Strong customer service; organized; efficient; ability to work with deadlines, independently and with all types of office machinery; Thorough attention to detail and follow up; analytical ability with good math skills; computer literacy; willingness to learn and improve in all aspects of the position.

VIII. BASIC FUNCTION/PURPOSE OF THE POSITION: The mail center assistant will assist departments by processing mail, printing internal forms/envelopes, shipping packages, sorting incoming mail, maintaining mailrooms organized and stocked with supplies, delivering supplies, keeping inventory, providing information on different mail carriers aspects in support of the mission of the university as defined by the university president and the board of governors.

IX. DUTIES/RESPONSIBILITIES/EXPECTATIONS OF THE POSITION:
* A. Be familiar with the departments in the organization and all campuses branches.

* B. Sort mail for different departments and deliver it to the respective mailrooms.

* C. Process mail through Hasler PowerPost machine.

* D. Prepare and ship packages through USPS, UPS and FedEx.

* E. Deliver copy paper, UPS supplies and other supplies to all mailrooms.

* F. Sign and process any incoming packages.

* G. Keep information updated for end of month.

* H. Keep current on all USPS, UPS and FedEx and other courier rates, regulations, and guidelines.

* I. Keep mail center clean and neat at all times.

* J. Other duties as assigned.

X. COOPERATIVE RELATIONSHIPS WITH THE FOLLOWING:

A. Administration, faculty, staff.
B. US Postal Service (USPS).
C. Federal Express (FedEx).
D. United Parcel Service (UPS).
E. Business contacts outside the university community.

XI. LIMITS OF AUTHORITY: As defined by the policies, procedures and practices of the university and/or university president.

National American University reserves the right to alter this position's job description/job duties to meet the needs and goals of the institution.

* Denotes essential elements of the position.