

Warren Wilson College
Position Description

POSITION TITLE: Director of Student Services

DEPARTMENT Student Services

REPORTS TO: Vice President for Administration & Finance

POSITION SUMMARY:

The Director of Student Services is responsible for the overall operation of the Campus Postal Operations and Contract Postal Facility, which includes the supervision and training of student workers. The Director of Student Services also serves as Physical Inventory Control Officer and Building Manager of Gladfelter. Supervises one half-time staff person.

SPECIFIC RESPONSIBILITIES:

1. Directs, manages and participates in the overall operation of the campus mailroom and contract postal facility.
2. Trains, supervises, and evaluates a student work crew and one half-time staff person.
3. Oversees the receiving and distribution of mail to campus mailboxes.
4. Ensures outgoing mail is weighed and the correct amount of postage affixed; ensures charges are to the appropriate department.
5. Establishes a procedure for forwarding mail to faculty, staff and students who are no longer on campus.
6. Ensures the maintenance of mail machines; ensures that sufficient postage is available.
7. Responds to special problems or complaints and develops acceptable solutions.
8. Establishes and monitors the department's budget.
9. Manages branch office of the U.S. Postal Service, which is responsible for the selling of postage stamps, stamped paper, postal cards, and money order certificates.
10. Ensures that necessary receipts for insured, certified registered, C.O.D., postage-due mail delivered, as appropriate. Maintains necessary recordkeeping.
11. Keeps up-to-date on postage information; provides to the campus concerning postal regulations.
12. Maintains records on major buildings, improvements, vehicles, furniture and equipment as required by Warren Wilson College's Fixed Asset Inventory policy. Maintains the Fixed Asset computer system.
13. Prepares fiscal year end depreciation reports for entering into the General Ledger for inclusion in fiscal year end reports.
14. Prepares periodic reports for the Administration of the status, loss and disposal of both real and personal property.

15. Oversees student transportation for non-emergency medical trips, to airport/bus terminals at breaks and the end of the academic year.
16. Serves as Building Manager for the Gladfelter Student Center.
17. Recommends personnel actions for student work crew, including, but not limited to hiring, transfer and performance evaluation.
18. Participates in committees and college functions as appropriate.
23. Performs other duties, as appropriate.

WORKING CONDITIONS:

1. Office environment.
2. Good eye sight – 20/20 as corrected.

QUALIFICATIONS:

1. Working knowledge of postal regulations.
2. Minimum of five years management experience.
3. Effective interpersonal skills required.
4. Time management and organizational skills required.
5. Supervisory experience required, especially experience supervising college age clientele.
6. Financial and budgetary experience necessary, including computer skills.
7. Must be able to handle multiple tasks.