

Warren Wilson College

Position Description

POSITION TITLE: Post Office Assistant

DEPARTMENT: Student Services

REPORTS TO: Director, Student Services

POSITION SUMMARY:

Under the direction of the Director of Student Services, the Assistant performs administrative and clerical duties for the Campus and Contract Post Office. Adheres to complex federal and international postal regulations.

SPECIFIC RESPONSIBILITIES:

- Performs any combination of following tasks in post office: Sells postage stamps, postal cards, and stamped envelopes. Issues money orders. Registers and insures mail. Weighs parcels and letters on electronic scale and computes mailing cost based on weight and destination. Answers questions pertaining to mail regulations or procedures.
- Prepares daily accounting reports. Inventories stamp stock at least once per month. Maintains a supply of accountable paper and places orders as required. Tracks and prepares monthly report of all Business Reply charges. Requests additional funds when deposit account requires.
- Receives all U.S. Controlled Mail addressed to the college. Processes this mail in accordance with existing procedures. May supervise one or more student assistants. Places package notices, and other mail pieces in Staff, Faculty and Students mail boxes.
- Processes outgoing mail and shipments. Supervises one or more students in this task. Accepts, calculates and affixes postage meter strips to outgoing mail pieces. Maintains adequate funds in postage meter. Dispatches mail according to Mail Services' and Mailfast's guidelines. Reports department postage charges to Accounting monthly.
- Assists in the training of student workers; assures that forwarded mail is dispatched each day.
- Provides supervision to the Student Service work crew, as requested.
- Performs additional duties as necessary

WORKING CONDITIONS:

- Office-type environment

- Bending, stretching, reaching, walking, pushing and twisting throughout the day
- Finger dexterity

QUALIFICATIONS:

- High School diploma or equivalent
- Mail processing experience preferred
- Experience/knowledge of the DMM and IMM preferred
- Excellent customer service skills
- Proficient at basic math and money handling skills
- Good interpersonal skills, and enjoy working with traditional-age college students
- Basic computer and ten-key adding machine knowledge
- Capable of using a postage machine and electronic scale
- Knowledge of UPS World Shipment desirable
- Capable of lifting 25 pounds
- Valid NC Drivers' license