



Job Posting

Job Title: Temporary Mail Services Specialist

Job Class: Support Staff

Department: Mail and Print Services

FLSA status: Temporary/ Non-exempt, 7 hours/day, M-F for 12 approximately weeks unless position ends sooner.

Compensation and Benefits: \$12.00 hour; not eligible for benefits.

To Apply: Please email an [Otterbein Employment Application](#), resume and cover letter to hr.jobs@otterbein.edu addressing this position in the subject; FAX 614-823-1511; or mail to Otterbein University, Human Resources, 1 South Grove Street, Westerville, OH 43081. Only submissions with a completed application will be reviewed.

For an Otterbein Employment Application or more information: Please visit <http://www.otterbein.edu/Careers>

SUMMARY: Responsible for performing a variety of clerical duties to ensure University mail is retrieved and distributed in a timely, accurate, and professional manner. The incumbent in this position is expected to assist the University to achieve its vision and mission.

ESSENTIAL DUTIES AND RESPONSIBILITIES include the following. Other duties may be assigned.

- Sorts and places packages and mail in appropriate bins.
- Assists with the timely distribution of external and internal mail twice daily to multiple locations across campus.
- Drives University vehicle to pick up and deliver mail from local U.S. Postal Service office.
- Coordinates with University mechanic to ensure proper maintenance is performed on University vehicle. Operates addressing machine to process all bulk and campus mailings.
- Coordinates with vendor to ensure proper maintenance is performed on mail equipment.
- Receives, sorts, and meters outgoing U.S. Postal Service mail.
- Operates mail metering machines and electronic accounting system.
- Receives and processes incoming and outgoing insured, certified, and express mail and parcels according to postal restrictions and regulations.
- Provides excellent customer service to the campus community.

SUPERVISORY RESPONSIBILITIES: May work with student workers as assigned.

QUALIFICATIONS: To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

EDUCATION and/or EXPERIENCE: High school diploma or equivalent, and minimum of two years of

clerical experience preferred.

CERTIFICATES, LICENSES, REGISTRATIONS: Must possess and maintain a valid driver's license. Must be able to pass and remain certified in University's defensive driving course.

PHYSICAL DEMANDS: The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee is frequently required to talk or hear, sit, reach and use repetitive motions of hands and wrists, and spend prolonged periods of time working on an office computer. The employee is frequently required to stand, walk, stoop or bend. The employee must occasionally lift and/or carry up to 50 pounds and occasionally push and/or pull up to 50 pounds. This position requires close vision. Must be able to work in a noisy environment and with frequent interruptions. Must be able to meet regular and predictable attendance standards.

WORK ENVIRONMENT: The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Duties are performed in an environmentally controlled office setting.

This description is intended to indicate the kinds of tasks and levels of work difficulty that will be required of positions that will be given this title and shall not be construed as declaring what the specific duties and responsibilities of any particular position shall be. It is not intended to limit or in any way modify the right of any supervisor to assign, direct and control the work of employees under supervision. The use of a particular expression or illustration describing duties shall not be held to exclude other duties not mentioned that are of similar kind or level of difficulty.

Otterbein University is an Equal Opportunity Educator and Employer.

Otterbein University is committed to providing a welcoming environment free from unlawful discrimination. To this end, the University prohibits any form of discrimination against any person on the basis of race, color, sex, gender, pregnancy, religion, creed, marital status, partnership status, age, sexual orientation, gender identity, gender expression, national origin, disability, military status, or any other legally protected status in its programs and activities. However, the University's commitment to a nondiscriminatory environment is not intended to abridge unduly its commitment to academic freedom, free speech, or its educational mission. Inquiries or complaints regarding any form of discrimination or harassment may be directed to:

Scott Fitzgerald Director of Human Resources and Legal Affairs
Title IX Coordinator
614.823.1130