



Mail Center Clerk (PT)

JOB TITLE: Mail Center Clerk (PT)
DEPARTMENT: University Mail Center
SUPERVISOR: AVP for Auxiliary Services

GENERAL JOB DESCRIPTION

Tiffin University, located in Tiffin, OH has an immediate opening for a Mail Center Clerk. This position is part-time. Primary responsibilities for the collection, processing, and delivery of all mail on the Tiffin University campus. Additionally, the clerk will pick up the mail at the Tiffin Post Office. The Mail Center Clerk will be required to cover the manager during lunch time, sick days, vacation days, and/or as needed.

MAJOR DUTIES AND RESPONSIBILITIES

- Aid in collection and distribution of all mail from campus locations.
- Coordinate mail pick up from the Tiffin Post Office. Sort U.S. and inter-campus mail and deliver to all campus locations and all student mailboxes.
- Process in-house bulk mailings and deliver to Tiffin Post Office.
- Aid in the training of new student employees.
- Maintain inventory and storage of University envelope supply and deliver to departments as requested.
- Other duties as requested by Supervisor.

QUALIFICATIONS FOR THE JOB

- Good organizational and communication skills;
- Ability to count proficiently;
- Ability to reconcile and process reports as needed;
- Able to work outdoors in any weather; and
- No physical restrictions.

KEY COMPETENCIES

- Interdependence:* Fosters collaboration
- Communication:* Strong decision making and communication skills
- Accountability:* Formulates effective and progressive strategies aligned with University mission and values
- Respect:* Creates an engaging, collaborative work environment by bringing diverse people and ideas together.
- Entrepreneurship:* Influences and Inspires

PHYSICAL REQUIREMENTS

Ability to sit and or stand periodically for long periods, as well as lift and move heavy packages. Physically able to lift, bend, stoop, climb and reach.



We are strongly committed to enhancing equity, inclusion, and diversity. These values are central to our beliefs. Candidates who have worked with a diverse range of faculty, staff, and students and who can contribute to our mission of inclusivity are encouraged to identify their experiences and interests. Tiffin University actively seeks to increase the diversity of its workforce. We are dedicated to providing educational, working and living environments that value the diverse backgrounds of all people.

***NONDISCRIMINATION POLICY:** Tiffin University is committed to a policy of nondiscrimination and equal opportunity for employees, applicant for employment, students or applicant for admission, access to educational opportunities on the basis of race, religion, personal appearance, color, sex, pregnancy, political affiliation, social-economic class, place of business, residence, religion, creed, ethnicity, national origin (including ancestry), citizenship status, physical or mental disability, age, marital status, family responsibilities, sexual orientation, gender identity, gender expression, veteran or military status (including special disabled veteran, Vietnam-era veteran, or recently separated veteran), predisposing genetic characteristics, domestic violence victim status or any other protected category under applicable local, state or federal law, including protections for those opposing discrimination or participating in any resolution process on campus or within the Equal Employment Opportunity Commission or other human rights agencies.*

Tiffin University is an Equal Opportunity Employer