



Manager of the Mail Center

JOB TITLE: Manager of the Mail Center
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 Manager. This position is full-time. Primary responsibilities include managing the day-to-day activities of the University mail center by supervising student workers, sorting and delivering the mail, processing large and/or bulk mailings, printing operation and cleaning, coordinating mail pick up from the Tiffin Post Office, and collecting, processing and distributing all mail for the Tiffin campus. Also, responsible for coordinating outside vendor mailings and account reconciliations.

MAJOR DUTIES AND RESPONSIBILITIES

- Collect 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 outgoing U.S. and International mail for delivery to the Tiffin Post Office.
- Process in-house bulk mailings and deliver to Tiffin Post Office.
- Hire, train, and supervise student staff employees.
- Coordinate outside vendor mailings and schedule database updates as needed.
- Review and approve all printed materials for correct U.S. Mail design and addressing standards.
- Maintain inventory and storage of University envelope supply and deliver to departments as requested.
- Prepare daily and weekly account reconciliations of mail, sales, and other reports.



- Prepare monthly general ledger report of departmental postage and envelope expenses for the Business Office.
- Order and proof business cards and name plate orders, as necessary.
- General knowledge of MS Office programs and Adobe web design suite.
- Other duties as requested by Supervisor

QUALIFICATIONS FOR THE JOB

- Candidates should possess a High School Diploma or GED
- Good organizational and communication skills
- Must be service-oriented
- Possess an exemplary work ethic
- Previous supervisory and customer service experience preferred
- Knowledge of accounting experience helpful
- Able to work outdoors in any weather conditions
- Willing to work some weekends and evenings
- Clean driving record with awareness of safe driving skills

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



- No physical restrictions
 - Strenuous physical work, lifting, pulling, or pushing objects up to 50 pounds
- Ability to sit and or stand periodically for long periods.
- 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.

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