BROOKS SCHOOL

POSITION DESCRIPTION

Position Title: Campus Mail Services

Expected hours of work: 12-4 M-F (20 hrs/wk) + 9-12 (3 hrs) every other Saturday when school is in session

SUMMARY DESCRIPTION:

This position supports the campus mailroom and is responsible for all mailing and shipments in the mailroom.

ESSENTIAL FUNCTIONS AND KEY OBJECTIVES:

- Process all outgoing mail through the Pitney Bowes postage machine and/or other mail carrier networks (UPS/FedEx/Etc.)
- Process all incoming and outgoing package delivery shipments via USMail, UPS, FedEx, and other couriers
- Sort mail and packages for all campus departments and students/residents; process packages through the mail/package notification system
- Place orders for postage and mailroom supplies as needed
- Input product and process transactions within the POS system/register
- Process requests for student money withdrawals from the POS system/register
- Balance the register and run daily reports
- Make IDs for all students and staff each school year and as needed throughout the year for lost IDs
- Prepare/Update the mail room (student mailboxes) prior to the start of each school year
- Other tasks as assigned

COMPETENCIES:

- Ability to use a computer and multiple software programs
- Strong communication skills
- Capability of working unsupervised
- Ability to cover time off for coworkers as needed
- Ability to multi task in a fast-paced environment
REQUIRED EDUCATION/EXPERIENCE:
- High School Diploma

PREFERRED EDUCATION/EXPERIENCE:
- Some college preferred

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 normally performed in an indoor environment. The noise level in the work environment is usually moderate.

PHYSICAL DEMANDS:
- The work performed in student services can be physical at times and requires 8 hours or more of physical activity including but not limited to performing the following tasks;
  - Ability to be on feet moving for long periods of time
  - Ability to stand on concrete floor for most of the shift
  - Ability to lift, and move packages weighing fifty pounds is required.
  - Bend, lift, kneel, reach and perform other movements to fully perform tasks;
  - Read and understand employment-related safety information

TRAVEL: This role required less than 5% of travel.

EEO STATEMENT: Brooks School does not discriminate on the basis of race, gender, color, sexual orientation, disability or religion in the administration of its educational policies, admission policies, employment policies, financial aid and loan programs, athletic programs and other school administered programs and activities.

This job description in no way states or implies that these are the only duties to be performed by this employee. The Campus Mail Services will be required to follow any other instructions and to perform any other related duties as assigned by the Campus Mail Services Manager or appropriate administrator. Brooks School reserves the right to update, revise or change this job description and related duties at any time.

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Employee Acknowledgment                  Supervisor Acknowledgement