



WEST VIRGINIA STATE UNIVERSITY

It starts at **STATE**

Mailroom Supervisor Physical Facilities

West Virginia State University

Founded in 1891, West Virginia State University (WVSU) is a public-land grant institution, which was originally founded as a historically black university, but which has evolved into a fully accessible, racially integrated and multi-generational institution serving approximately 3,514 students. The University is a community of students, staff, and faculty committed to academic growth, service and preservation of the racial and cultural diversity of the institution. WVSU offers 23 undergraduate and six graduate degrees through its four colleges. WVSU competes in athletics at the NCAA Division II level in five men's sports and five women's sports. WVSU is located in Institute, WV, a suburb of Charleston, the largest city and the capital of West Virginia. With more than 300,000 people living in the metropolitan area, it is an active, exciting and engaging community, boasting cultural and historical events, music, festivals and entertainment.

Position Description

West Virginia State University is looking for a Supervisor of Mail Services to provide mail services to the institution and will work closely with the US Post Office and all departments within the institution.

This is a non-classified, essential, FLSA non-exempt, full-time, benefits eligible position.

Responsibilities for the Supervisor of Mail Services

- Receives mail from the Post Office and sorts by various offices.
- Marks and bundles the mail according to the office that receives it.
- Makes two campus mail runs each day, collecting mail from all stops to be re-routed. Runs and maintains a meter machine for outgoing mail.
- Stamps the outgoing mail accurately and sees that the funds to do so are there by communicating with the Purchasing Office.
- At the day of each day makes an off campus delivery to the Post Office. This position is also responsible for the Xerox machines on campus.
- This includes changing out toner cartridges, toner waste containers, etc.
- Responsible for restocking paper supply for campus, and regularly checking work orders from around campus and complete them in a timely manner.

- Close out work orders upon completion by having paper orders signed for and the receipt sent to the Cashier's Office for billing.
- Change out used devices from machines and replaces them with ones as needed.
- Some light technical knowledge with ability to assess and repair Xerox machines.
- Sends used cartridges back to Xerox to be recycled.
- Works in the Warehouse as a backup when needed to receive and deliver packages on campus.
- Performs other duties as assigned.

Requirements for the Supervisor of Mail Services

- High School diploma or GED
- Three years of directly related work experience
- Must have a valid West Virginia Driver's License.
- Must have the ability to follow written and oral instructions and communications.
- Must be dependable.

To Apply

In order to be considered for this position, you must submit your resume by December 12, 2018. Please contact Human Resources if you would prefer to submit an application in lieu of a resume. All requested information must be submitted for your application to be considered.

Please submit application materials via email, mail or in person to: hr@wvstateu.edu or mail to:

West Virginia State University
Department of Human Resources
P. O. Box 1000, 105 Cole Complex
Institute, WV 25112

Contact

For further information regarding application procedures, you may contact Human Resources at (304) 766-3156 and/or hr@wvstateu.edu.

West Virginia State University conducts criminal background checks on all job candidates upon acceptance of a contingent offer.

West Virginia State University is an Equal Opportunity / Affirmative Action Institution and is committed to equal opportunities without regard to race, color, age, sex, sexual orientation, gender, gender identity or expression, national origin, religion, creed, genetic information & testing, family & medical leave, pregnancy, and Veterans and individuals with disabilities. We encourage all qualified women, minorities, protected Veterans and individuals with disabilities to apply for employment at West Virginia State University.