

LOGAN UNIVERSITY

JOB POSTING

Logan University is comprised of the College of Chiropractic and the College of Health Sciences and blends the perfect balance of tradition with innovation. Established in 1935, Logan College of Chiropractic is one of the largest and most respected chiropractic colleges in North America. Through the College of Health Sciences, Logan offers master's degrees in sports science and rehabilitation, and nutrition and human performance that are accredited by the Higher Learning Commission of North Central. Other program offerings include undergraduate coursework including an Accelerated Science Program to help students complete their basic science coursework at an accelerated pace, offered in both online and on-campus formats, and two baccalaureate degrees- A Bachelor of Science degree in Human Biology and a Bachelor of Science degree in Life Science.

Logan's 112-acre wooded campus is located in Chesterfield, MO, a quiet residential suburb of St. Louis. Its low student-to-faculty ratio provides more personalized instruction, which is most conducive to effective learning. MSNBC has selected Logan's campus as an editor's pick of one of "America's Most Beautiful College Campuses." Logan offers an outstanding benefits package to eligible employees including free chiropractic care. Learn more about Logan University at www.logan.edu.

Interested candidates please send resume to: resumes@logan.edu

Job Title: Mailroom Coordinator

SUMMARY: Sort and deliver all incoming mail and packages, affix postage to all mail being sent by Logan, fold and/or insert mail, documents, and/or forms as requested by various University departments, and manage inventory of standard office items.

ESSENTIAL DUTIES AND RESPONSIBILITIES: Includes the following and other duties as assigned.

- 30% Daily mail runs: Sort and deliver incoming mail to recipient departments and retrieve outgoing mail and packages.
- 20% Deliver packages received from FedEx, UPS and other shippers to requisitioning department.
- 10% Affix postage to outgoing mail and packages and ensure all items are picked up by the postal service or package vendor (e.g. UPS) on a daily basis.
- 10% Deliver paper copy to all copiers on a weekly basis to ensure adequate supply of paper throughout the week.
- 5% Monitor supply of dry erase markers and erasers in classrooms replenishing supplies as necessary.
- 5% Manage the prepaid postage meter machine purchasing postage as needed.
- 5% Coordinate purchasing and distribution of inventory items maintaining adequate inventory of all required items.
- 5% Fold and/or insert materials for various University departments.

- 5% Provide monthly reports of postage meter usage and package charges to the Accounting Department.
- 3% Store and retrieve merchandise held in the sub-basement for various University departments and the Bookstore
- 2% Complete the annual physical inventory of the Storeroom.

COMPETENCIES: To perform the job successfully, an individual should demonstrate the following competencies:

- **Design:** Demonstrates attention to detail.
- **Customer Service:** Responds promptly to customer needs; responds to requests for service and assistance; meets commitments.
- **Interpersonal Skills:** Maintains confidentiality and provides services in a professional and courteous manner.
- **Oral Communication:** Speaks clearly; responds well to questions.
- **Teamwork:** Balances team and individual responsibilities; gives and welcomes feedback.
- **Diversity:** Shows respect and sensitivity for cultural differences.
- **Ethics:** Treats people with respect.
- **Organizational Support:** Follows policies and procedures.
- **Professionalism:** Treats others with respect and consideration regardless of their status or position.
- **Quality:** Demonstrates accuracy and thoroughness.
- **Quantity:** Completes work in a timely manner.
- **Adaptability:** Adapts to change in the work environment.
- **Attendance/Punctuality:** Is consistently at work and on time.
- **Initiative:** Asks for and offers assistance when needed.

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 essential functions.

- **Education and/or Experience:** High school diploma or general education degree (GED); or one to three months related experience and/or training; or equivalent combination of education and experience.
- **Language Skills:** Ability to read and comprehend simple instructions, short correspondence, and memos. Ability to write simple correspondence. Ability to effectively present information in one-on-one and small group situations to customers, clients, and other employees of the organization.
- **Mathematical Skills:** Basic Skills: Ability to add, subtract, multiply, and divide using whole numbers, fractions, and decimals.
- **Reasoning Ability:** Intermediate Skills: Ability to apply common sense understanding to carry out instructions furnished in written, oral, or diagram form. Ability to deal with problems involving several concrete variables in standardized situations.

COMPUTER SKILLS: To perform this job successfully, an individual should have ability to operate postage software systems and Microsoft Outlook.

CERTIFICATES, LICENSES AND REGISTRATIONS: Valid Driver's License

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 regularly required to stand and walk and to talk or hear. The employee is regularly required to use hands to fingers and reach with hands and arms and to lift items up to 50 pounds. Specific vision abilities required by this job include close vision and peripheral vision.

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.

The noise level in the work environment is usually moderate. The environmental conditions change as the weather changes, at times, the conditions can be wet, humid, hot, and/or cold. This work environment is in conjunction with the receiving and shipping of supplies.

NOTE: This job description in no way states or implies that these are the only duties to be performed. The employee will be required to follow any other instructions and to perform any other duties requested by his/her supervisor.

An employee is expected to assist and provide coverage for coworkers during peak periods, vacation days or sick days at all locations, and to work with administration in the attainment of the College's missions and goals.