



# ANDERSON UNIVERSITY

Office of Work Life Engagement

POSITION ANNOUNCEMENT

**Position:** Mail Center Lead Assistant

**Department:** Mail Center

**Reports to:** Mail Center Lead

**Responsibilities:**

Performs a full range of Mail Center responsibilities including cashiering, sorting and distribution of first class letter mail, magazines, and packages, process bulk mail request, serve as back-up for the Mail Center Team Leader.

**Qualifications:**

Working experience in a mail room or in retail desired. Ability to organize all work, handle cash, process transactions accurately, and have strong mathematics and computer skills. Knowledge and familiarity with electronic equipment related to Mail Center. Ability to give attention to detail required. Strong communication skills to interact with customers, students and university departments with courtesy and tact. Must be trustworthy and reliable. Must be physically able to perform duties including: lifting, carrying, prolonged standing, walking, pushing, bending and reaching, and may involve the handling of heavy packages and parcels weighing up to 70 lbs. Must meet University lifestyle expectations.

This is a 49% FTE position scheduled to work 10:30 a.m. to 2:30 p.m. (Monday-Friday). This position is not eligible for university benefits.

**Position Available:** Review of candidates will begin immediately and continue until the position is filled.

Qualified and interested candidates should submit a letter of interest, resume and [employment application](#) to [staffjobs@anderson.edu](mailto:staffjobs@anderson.edu). Persons with an application on file or qualified university employees may submit a letter of interest to [staffjobs@anderson.edu](mailto:staffjobs@anderson.edu). Current employees are also expected to notify their supervisor of interest in this position.

Anderson University is on a [mission](#) to educate students for lives of faith and service, offering more than [60 undergraduate majors](#), [30 three-year degrees](#), [20 NCAA Division III intercollegiate sports](#), alongside [adult](#) and [graduate](#) programs. The private, liberal arts institution is fully [accredited](#) and recognized among top colleges for its [business](#), [computer science](#), [cybersecurity](#), [dance](#), [engineering](#), [nursing](#), and [teacher education](#) programs. Anderson University was established in 1917 in Anderson, Indiana, by the [Church of God](#).

AU is an equal opportunity employer. Persons who bring diversity are encouraged to apply. Anderson University complies with federal and state requirements for non-discrimination in employment with regard to sex, age, race, color, disability, and national and ethnic origin.