



JOB DESCRIPTION



INFORMATION			
Job Title:	Mail Center Assistant	Wkly. Hrs./Weeks:	20/52
		Pay Grade:	
Department:	Campus Mail Center	Classification	
Reports To:	Mail Center Supervisor	Effective Date:	07/08/2019

SUMMARY
Perform complex clerical and technical duties in the processing of campus mail.

ESSENTIAL FUNCTIONS
<ul style="list-style-type: none">▪ Mail pick-up in campus mini-van▪ Processing and handling of packages▪ Forwarding of mail▪ Interacting with customers▪ Operating cash register▪ Reconciling cash register▪ Printing reports from cash register/meter machine on a daily basis▪ Using meter equipment▪ Courteous phone manner▪ Maintaining a positive relationship with all outside contracts▪ Familiarizing self with postal regulations▪ Sorting of mail to departments and students mailboxes (boxes are at various levels)▪ Keeping current with all postal regulations▪ Tracking packages▪ Buying stamps▪ Supervising student workers▪ Bookkeeping (business reply and postage due)▪ Maintaining the mail van (filling the tank with gasoline/occasional car washes)▪ Regular, on-time attendance, is essential.▪ Other duties as assigned

QUALIFICATIONS
<p><i>Minimum requirements to be considered for this position:</i></p> <ul style="list-style-type: none">• Has a personal relationship with Jesus Christ and a demonstrated commitment to the doctrinal position of TMU&S and a continuous exhibition of a desire to minister and serve others in varied capacities.• Must be able to get along with co-workers and the public.• Education: Bachelor's degree preferred.• Experience: 1+ years in a mail room preferred• Demonstrated ability to establish and maintain effective working relationships with staff, faculty, vendors, students, &/or community members of diverse academic, socio-economic, cultural, & ethnic backgrounds.• Have computer proficiency.• Basic mathematics and accounting knowledge is necessary.• Excellent oral and written command of the English language is required.• Ability to compose, proofread and edit correspondence.

- Possess excellent organizational skills.
- Exercise confidentiality, good judgment and discernment.
- Service oriented and able to interface with many people is mandatory.
- Multitasked in an environment with many distractions is a must.
- Reading and comprehending correspondence is imperative.
- Must successfully pass a background investigation.

WORKING CONDITIONS

List general working conditions for this position:

- Working Environment: Mostly indoors in a typical office environment, with an occasional need to visit other areas on campus.
- Physical Demands: Must be able to lift, pull, push, grasp and bend while lifting up to 30lbs.
- Repetitive motions on a keyboard and looking at a computer monitor for an extended duration of time is required.
- Travel: Some travel involved.

ADDITIONAL INFORMATION

Minimum Conditions for Beginning Employment:

Prior to beginning employment, in accordance with The Master's University policy and/or under federal or state law, all employees must:

1. Sign and return an offer of "At Will" employment.
2. Present verification of their identity and authorization to work in the United States.

If, because of a disability, you need special services or facilities in order to apply or interview for this opening please contact the Human Resources department.

The Master's University & Seminary does not discriminate on the basis of race, color, national origin, ancestry, gender, age, marital status, veteran status or prior military service, medical condition, or any physical or mental disability. We are committed to practicing principles of equal employment opportunity and diversity based upon sovereign Biblical principles.

APPLICATION PROCESS

To be considered for a position, a completed Application for Employment must be submitted to the Human Resources office. The application may be picked up in person in the HR office or is available to be downloaded as a PDF from the web at <http://www.masters.edu/employment>. Your completed application may be dropped off in person, sent via fax (661.362.2717), email (humanresources@masters.edu) or regular mail (21726 Placerita Cyn Rd Box 41, Santa Clarita CA 91321).

Selection Process:

All applications are reviewed by the Human Resources department and where appropriate are forwarded for further consideration. Selected candidates will be invited for a personal interview at The Master's University. Any expense incurred in connection with these interviews will be the responsibility of the candidates.

Application Procedures:

All documents included in your application remain the sole property of The Master's University & Seminary and will not be returned. Your file for this opening will not be considered unless all requested items are submitted and are complete.