Title: Mailroom – Receiving and Delivery 3
Pay Rate: Highly specialized

**General Description:** Serve as a lead worker in the University Libraries’ Mailroom. Direct the work and train other Mailroom students in the day-to-day tasks including delivering packages, mail and OhioLINK items to branch libraries and the NE depository.

**Duties and Responsibilities:**
1. Assist in preparing the daily schedule for Mailroom students including assigning special tasks
2. Assist in training new Mailroom students on Mailroom tasks
3. Direct the work of all Mailroom students
4. Help with the morning delivery of OhioLINK materials
5. Prepare UPS and ILL shipments for delivery
6. Prepare daily pick-up and delivery of library materials to branch libraries, Monday through Friday
7. Deliver library materials to branch libraries, Monday through Friday
8. Receive, inspect, sort and deliver USPS, UPS, FedEx and campus mail and/or packages
9. Open and inspect newly purchased library materials and deliver to the Acquisitions’ Unit
10. Pack, unpack and process OhioLINK library materials
11. Pack materials for delivering to Better World Books, NE Depository and other companies
12. Answer telephone and communicate with customers regarding problems
13. Serve as back-up to Mailroom Supervisor

**Required Qualifications:**
1. Minimum of three semesters of experience in University Libraries’ Mailroom
2. Ability to lift 40 lbs
3. Ability to operate a walk behind tow motor
4. Ability to push heavy carts, operate a flatbed and two-wheeler
5. Ability to drive a van or SUV
6. Valid driver’s license and clean driving record
7. Ability to stand for hours
8. Manage time efficiently, work independently, and meet deadlines
9. Interpret instructions and follow them accurately
10. Ability to work during semesters between the hours of 8:00 am and 5:00 pm, Monday through Friday

**Preferred Qualifications:**
1. Ability to work during the summer and intercessions, Monday through Friday between the hours of 8:00 am and 5:00 pm

**Working Conditions/Physical Requirements:**
1. Library environment
2. Exposed to dirt and dust
3. May required frequent use of video display terminal
4. May require light physical effort (e.g., stooping, bending, and lifting)
5. May require physical strength to enable lifting 30 lbs