

JOB DESCRIPTION

Position Title: Post Office Clerk
20 hours per week, 10 months (anticipated start of regular hours August 1 but some hours available through the summer)
Starting pay rate \$16.25/hour

Reports To: Post Office Manager

Description of Mission Impact:

Houghton University provides an academically challenging, Christ-centered education in the liberal arts and sciences to students from diverse traditions and economic backgrounds and equips them to lead and labor as scholar-servants in a changing world.

The University Post Office is a critical part of Houghton University. It keeps the students connected to the outside world and their families by sending and receiving letters and packages. The Post Office also aids communication of Houghton's mission by sending mailings from departments to reach out to current and future students as well as alumni.

Essential Functions:

- Works with post office manager as directed
- Manage student workers in their daily tasks
- Receive, sort US mail, Fed Ex, UPS, and other deliveries daily
- Pick up and drop off daily to all university offices and departments
- Assists at Post Office window
- Creation of identification cards for all university faculty, staff, and students
- Works on special projects, related or unrelated to the Post Office, as assigned

Success Profile:

The successful candidate will exhibit the following characteristics:

- **Excellent Multi-tasking:** The Post Office Clerk must be able to handle all carriers coming throughout the day, delivery daily of important department mail and packages, while taking care of outside customers and students at the service window.
- **Adaptable:** The Post Office Clerk must be able to adapt to changing priorities and flexible to handle frequent interrupts or emergencies.
- **Constantly Learning:** The Post Office Clerk must be willing to continually learn new task and the use of various post office equipment.

Statement of Requirements

- Excellent customer service skills
- The ability to multi-task
- Must be able to lift and carry 70 lbs.
- Must be energetic, efficient, and reliable
- Must be a team player
- Excellent communication skills

Houghton University is a Christ-centered, liberal arts and sciences institution of The Wesleyan Church, an evangelical holiness denomination rooted in the teachings of John Wesley. All employees are expected to share a set of values, convictions, and commitments that guide our life together. The University expects that all faculty and staff will respect the University's Vision of our Common Life, Doctrinal Statement, Wesleyan beliefs and core values, and adhere to its lifestyle expectations.

Application Procedure:

To apply please submit the following materials via email to: jobs@houghton.edu.

- (1) Cover Letter
- (2) Resume

(3) 3 References

(4) Answers to the following questions:

Please review the following documents:

<https://www.houghton.edu/a-vision-of-our-common-life/>

<https://www.houghton.edu/doctrinal-statement/>

<https://www.wesleyan.org/about/our-beliefs>

1. Please provide a brief description of your journey to personal faith in Jesus Christ and subsequent growth.
2. Please identify the church where you currently attend. In what ways are you currently participating in your local church or fellowship?
3. Are there any areas of Houghton's beliefs or practices that you find challenging or problematic? If yes, please explain.