

Support Services Supervisor
North Carolina A & T State University

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Posted Sep. 28, 2020, set to expire Jan. 28, 2021

Job Title	Support Services Supervisor
Department	Campus Mail Center
Institution	North Carolina A & T State University Greensboro, North Carolina
Date Posted	Sep. 28, 2020
Application Deadline	Open until filled
Position Start Date	Available immediately
Job Categories	Other Administrative Categories
Academic Field(s)	Administrative Support/Services
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Job Description

The Manager needs to be knowledgeable about the mailing industry, its practices, systems and trends impacting mail services. Must be able to apply this knowledge to establish plans on how A&T becomes an industry leader in the mailing business. Responsible for creating a service model that builds trust with students and the campus community through effective communication. Along with financial responsibility which includes creating budgets per standing accounting guidelines, revenue generation and cost saving efforts, the manager is also accountable for planning, organizing, and supervision of the Mail Center operations. Possess good public relations skills and be "service oriented" in responding to the needs and problems presented by campus departments and personnel regarding their mailing needs.

Contact Information

Please reference Academickeys in your cover letter when



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applying for or inquiring about this job announcement.

Contact

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