

Assistant Manager, Mail Services
Auburn University

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Posted Dec. 7, 2022, set to expire Nov. 1, 2023

Job Title	Assistant Manager, Mail Services
Department	Mail Service
Institution	Auburn University Auburn, Alabama
Date Posted	Dec. 7, 2022
Application Deadline	Open until filled
Position Start Date	Available immediately
Job Categories	Classified Staff
Academic Field(s)	Administrative Support/Services
Job Website	https://www.auemployment.com/postings/34363

Apply By Email

Job Description

Auburn University Facilities Management seeks candidates for an Assistant Manager, Mail Services to manage the daily activities and operations of the University Mailroom. Campus Mail Services ensures the speed and accuracy of daily mail delivery of USPS and campus mail. We assist departments in selecting cost-effective delivery methods and provide timely notification of packages for faculty, staff, and students.

Auburn was named by Forbes Magazine as one of the state of Alabama's best employers, with employees staying an average of ten years! Learn more about Auburn's impact, generous employee benefits, and thriving community by visiting aub.ie/working-for-auburn.

It's a Lifestyle: The Auburn/Opelika area is a page right out of Southern Living magazine with an idyllic small-town feel, perfecting a unique balance between a close-knit community and driving consistent growth and development. Paralleling the exponential growth of Auburn University, the Auburn/Opelika area boasts services and amenities that cater to any interest. We're proud of our top school systems,



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city services, award-winning restaurants, and the infectious spirit of life in a college town. You can find us nestled halfway between the beach and the mountains in a lower-cost-of-living area, two hours outside of Atlanta or Birmingham. If you're new to Auburn, we'd love to introduce you. If you're already acquainted with Auburn, we'll keep it simple: it's time to come home!

Our Commitment: Auburn University is committed to a diverse and inclusive campus environment. Visit auburn.edu/inclusion to learn more about our commitment to expanding equity and inclusion for all.

Contact Information

Please reference Academickeys in your cover letter when applying for or inquiring about this job announcement.

Contact