

Assistant Director, Campus Mail
University at Buffalo, The State University of New York

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Posted Sep. 6, 2024, set to expire Aug. 4, 2025

Job Title	Assistant Director, Campus Mail
Department	Campus Mail
Institution	University at Buffalo, The State University of New York Buffalo, New York
Date Posted	Sep. 6, 2024
Application Deadline	Open until filled
Position Start Date	Available immediately
Job Categories	Associate/Assistant Director
Academic Field(s)	Administrative Support/Services
Job Website	https://www.ubjobs.buffalo.edu/postings/52566
Apply By Email	
Job Description	

Position Summary

Campus Mail Services at the University at Buffalo is seeking an **Assistant Director**, to serve as the liaison between Campus Mail and all mailrooms across campus; with a focus on Campus Livings 8 housing complexes and third-party deliveries by various vendors. The ideal individual for this role will have strong verbal and written communication skills.

In this role you will be responsible for, but not limited to the following:

- Responsible for providing leadership to campus mailroom operations, including the direct management of the Ellicott Mail & Package Center, the largest residential mailroom; home to 3200 students and responsible for delivering 35000+ packages annually.

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- Supervise, train, and evaluate the Campus Mail Coordinator, a centralized staff member responsible for assisting with mail room services across campus.
- Provide leadership to the university community related to third party vendor deliveries (ie Amazon, Fed-ex, UPS) by being a resource, establishing relationships, creating guidelines and making a cohesive delivery experience across campus.
- Work with the Student Life budget team to develop and manage a Residential Mail Services budget that serves all 9 mailrooms within housing.
- Serve as the main point of contact and provide leadership, guidance and training to support staff on current standards, processes and practices related to residential mail and package delivery; creating a consistent mail and package experience for customers and staff across campus.

Outstanding Benefits Package

Working at UB comes with benefits that exceed salary alone. There are personal rewards including comprehensive health and retirement plan options. We also focus on creating and sustaining a healthy mix of work, personal and academic pursuit – all in an effort to support your work-life effectiveness. Visit our [benefits website](#) to learn about our benefit packages.

About The University at Buffalo

The University at Buffalo (UB) #ubuffalo is one of America's leading public research universities and a flagship of the State University of New York system, recognized for our excellence and our impact. UB is a premier, research-intensive public university dedicated to academic excellence. Our research, creative activity and people positively impact the world. Like the city we call home, UB is distinguished by a culture of resilient optimism, resourceful thinking and pragmatic dreaming that enables us to reach others every day. Visit our website to learn more about the [University at Buffalo](#).

The University at Buffalo is committed to ensuring equal employment, educational opportunity, and equal access to services, programs, and activities without regard to an individual's race, color, national origin, sex, religion, age, disability, gender, pregnancy, gender identity, gender expression, sexual orientation, predisposing genetic characteristics, marital status, familial status, veteran status, military status, domestic violence victim status, or criminal conviction status.

Minimum Qualifications

- Bachelor's degree with 2 years of experience. A combination of education and experience can be

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considered in lieu of the requirement.

- Strong verbal and written communication skills
- Experience with using Microsoft Office products

Preferred Qualifications

- Customer Service background
- Leadership experience with proven process development skills.

Contact Information

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

Contact

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