



## **Wingate University Part Time Mail Room Coordinator**

Wingate is one of the fastest-growing independent universities in the state, serving more than 3,600 students on three campuses. We emphasize faith, knowledge, and a spirit of service in all our programs regardless of the field of study. At Wingate, we are committed to an inclusive and welcoming environment for working, learning, and living. As an equal employment opportunity employer, we respect each individual and support the diverse cultures, perspectives, skills, and experiences within our workforce. Wingate's main campus is located on 400 acres of beautiful landscape and is only 25 minutes from the Charlotte metropolitan area. Learn more at [www.wingate.edu](http://www.wingate.edu).

**Position Title:** Part-Time Mail Room Coordinator, Campus Store

**Position Location:** Wingate Main Campus

**Position Summary:** The Mail and Central Supply Coordinator is responsible for leading and managing mail and central supply services and will report to the Director of the Campus Store. This role will develop positive relationships with internal and external entities while ensuring a high level of customer support and satisfaction. A successful candidate will be: self-starting, dependable, detail oriented, solution and customer focused, have the ability to prioritize tasks, adapt to ever changing situations and circumstances, and be highly organized and agile.

### **Duties and Responsibilities:**

- Responsible for the operation of university mail services, including student mail, and the operation of the university central supply system.
- Manage equipment, software, and lease associated with mail services.
- Perform duties related to the shipping and receiving of materials, including driving to locations both on and off campus as needed.
- Develop relationships with vendors and contractors; serve as the liaison between the University and vendor/contractor.
- Supervise the Work Study Program to include the hiring, training, evaluations, and task management for all student workers.
- Identify and recommend policy and process improvements that include viable solutions; develop written protocol as needed.
- Use copier equipment, calculator, fax machine, postage meter and PC
- Regular, predictable attendance on campus
- Alignment with University mission, vision, and strategic roadmap
- Other job duties/responsibilities may be assigned.

### **Qualifications and Experience:**

- Associates degree in Business, Operations, related field or equivalent work experience required; bachelor's degree preferred.
- Valid driver's license and acceptable driving record preferred.
- Ability to move items up to 30 pounds and be physically able to stand, walk, climb, squat, kneel, push, pull, twist, bend, lift and carry items.
- Some night and weekend hours may be necessary.

- Supervisory experience preferred.
- Commitment to actively support and advance DEI initiatives.

To apply, please submit a letter of interest, resume, and contact information for 3 references to Human Resources at [careers@wingate.edu](mailto:careers@wingate.edu). In the letter of interest, please address the opportunities this role has to support Wingate University's dedication to diversity, equity and inclusion.

*EQUAL OPPORTUNITY EMPLOYER: Wingate University abides by all federal and state laws prohibiting employment discrimination solely on the basis of a person's race, color, creed, national origin, religion, age (over 40), sex, marital status or physical handicap, except where a reasonable, bona fide occupational qualification exists. Wingate University is committed to the provisions of the Americans with Disabilities Act and its amendments. Wingate University expressly prohibits any form of workplace harassment based on race, color, religion, gender, sexual orientation, gender identity or expression, national origin, age, genetic information, disability or veteran status.*