Wofford College invites applications for a Post Office associate. Reporting to and working directly for the Post Office manager, the Post Office associate’s primary responsibilities are the campus mail processing.

The Post Office associate is a full-time hourly position located in the campus Post Office. The normal work schedule is six hours per day, with a normal schedule of 9:30 a.m. to 4 p.m., Monday through Friday.

**RESPONSIBILITIES:**

60% **Mail sorting, delivery and pick up**
- Primary responsibility for mail sorting, processing, delivery and pick-up on the Wofford Campus.
- Ensure that all incoming campus mail and packages are distributed to academic and administrative departments and campus Post Office according to established schedules.
- Ensure that campus mail and packages are processed accurately and timely.
- Assist with distribution and boxing of mail, accepting and scanning packages for various carriers and notifying recipients.
- Prepare outgoing mail and packages.
- Provide customer service at the Post Office window.
- Develop strong working knowledge of Post Office machines and postal rates and regulations.
- Understand and adhere to campus Post Office procedures.
- Provide a positive experience for students, faculty and staff with all postal office interactions.

30% **Backup support for Post Office supervisor**
- Ability to serve as a backup for the Post Office Supervisor due to vacation, illness or other unforeseen reasons and maintain the normal operations of the Campus Post Office including forwarding mail, handle the window operations and stock the necessary materials and ensure the machines are in good working order.

10% **Other Duties as Assigned**
- Assign student campus Post Office numbers.
- Maintain mail and package filing and shelving.
- Other duties as assigned.
QUALIFICATIONS:

- A high school diploma or equivalent.
- Experience dealing with customers.
- Willingness to learn new skills.
- Physically able to spend extended periods of time standing and stooping.
- Physically able to bend and lift without restriction.
- Ability to lift 50 pounds.

APPLICATION:
Application materials must be submitted electronically to PostOfficeAssociate@wofford.edu with the subject line: Post Office Associate. Application materials include (1) a letter of interest explaining how the candidate qualifies for the position, (2) a current resume and (3) a list of three references, including contact information.

ABOUT WOFFORD COLLEGE:
Wofford College, established in 1854, is a four-year, residential liberal arts college located in Spartanburg, South Carolina. It offers 27 major fields of study to a student body of 1,775 undergraduates. Nationally known for the strength of its academic program, outstanding faculty, experiential learning opportunities and successful graduates, Wofford is recognized consistently as a “best value” and for its commitment to student success and accessibility for low- and middle-income students. The college community has 12 sororities and fraternities as well as 19 NCAA Division I athletics teams.

ABOUT SPARTANBURG:
Spartanburg County, the 5th-largest county in South Carolina, is home to nearly 328,000 people and 13 municipalities. The county is unmatched statewide in economic development for new investment and job creation. There are seven colleges or universities in Spartanburg as well as a comprehensive research and teaching hospital. The growing Spartanburg downtown area — with new shops and restaurants, public art and miles of walking and biking trails — is located a few blocks south of Wofford’s campus. To learn more about Spartanburg, visit onespartanburginc.com.

EEO STATEMENT:
Wofford College values diversity within our students, faculty and staff and strives to recruit, develop and retain the most talented people. Wofford College does not discriminate in employment on the basis of race, color, creed, religion, sex, sexual orientation, transgender status, gender identity, age, national origin, disability, veteran status or any other legally protected status in accordance with applicable federal, state and local laws. For information about Wofford’s Title IX compliance, visit wofford.edu/administration/title-ix.

It is the policy of Wofford College to provide reasonable accommodations for qualified individuals with disabilities for employment. If you require any accommodations to participate in any part of the hiring process, please contact HumanResources@Wofford.edu.