

Wright State University
CLASSIFIED JOB SPECIFICATION
Courier Services Coordinator

I. JOB INFORMATION

Job Title: Courier Services Coordinator (CS 04)

Job Class: 31313 **FLSA Status:** Non-Exempt

II. JOB SUMMARY

Under general supervision provides a seamless courier network that links all departments affiliated with the School of Medicine.

III. PRIMARY DUTIES AND RESPONSIBILITIES

- Communicates courier services policies and procedures. Schedules and directs deliveries and pick-ups.
- Manages operational budget for department and maintains integrity of in-house rebilling system for mailings, express services, and postage expenditures.
- Sorts U.S. mail, internal and off campus mail and operates various mail and computer equipment.
- Maintains and reconciles departmental budgets, processes forms and maintains records.
- Evaluates resources available, provides advice and instruction related to shipping, receiving, packaging, mailing, and charge-back billing.

Note: This is not an inclusive list of duties and responsibilities.

IV. MINIMUM EDUCATION, EXPERIENCE, KNOWLEDGE, SKILLS, AND ABILITIES

A high school diploma or GED and three years of related work experience OR, two years of post-secondary education and one year of (FT) related work experience OR, a bachelor's degree in a related field and six months of (FT) related work experience. Ability to operate a computer for word processing and/or data entry/retrieval. Financial accounting system experience. Considerable knowledge of USPS and UPS policies and procedures regarding shipments of biological and hazardous material. Successful completion of a defensive driving course. Minimum of one year of related supervisory and training experience.

V. WORKING CONDITIONS

There are conditions, equipment and materials, present which require proper handling to ensure safety. Requires moderate physical effort to include frequent lifting of up to 50 pounds. Extended periods of walking and standing.

VI. WSU TESTING/EXAMINATIONS REQUIRED

None

VII. CERTIFICATIONS OR LICENSURE(S) REQUIRED*

Must possess a valid United States driver's license for at least one year and maintain eligibility to operate University motor vehicles.

VIII. JOB SERIES

31310

This specification is intended to illustrate the level of complexity and kinds of job duties that may be assigned to positions with this classification title, and should not be interpreted to describe all the duties that may be included in a job description.