



**Position Title:** Mail Center Supervisor  
**Reports to:** Associate VP for Physical Plant Operations  
**Appointment:** Hourly Part-time Position

**POSITION SUMMARY:**

The Mail Center Supervisor will insure the operation of the mail center in an efficient manner through the processing and delivery of United States Postal, UPS and FEDEX deliveries as well as intercampus mail.

**TASKS:**

Ensure that an adequate work force is hired, trained, and available to perform the mailroom duties in an efficient manner; Complete all report forms necessary, and insure compliance with United States postal service; Oversee intercampus mail distribution as well as the distribution of regular mail; Keep the post office clean and insure that all necessary supplies are available; insure the proper and efficient handling of all direct mail going from the college; Provide oversight of Shipping and Receiving; Provide other services in the mail processing area as necessary.

**SKILLS AND ATTRIBUTES:**

Spiritually mature Christian in agreement with the college statement of faith and committed to the vision, mission and values of Toccoa Falls College; proficiency in computer software programs; strong customer service skills; able to meet the public in a cordial and friendly manner and insure a good public relations image from the post office personnel.

**EXPERIENCE & EDUCATION:**

College degree is preferable but not required; would also prefer prior experience in postal service industry however not required.

**PHYSICAL REQUIREMENTS:**

Must be able to stand for extended periods of time, lift boxes weighing up to 25 pounds, repeated stooping and standing while distributing mail into mail boxes for short periods of time.

**APPLICATION PROCESS:**

A cover letter and resume, along with a completed TFC staff application should be sent to: Mary Kaye Ritchey, Director of Human Resources, at [mritchey@tfc.edu](mailto:mritchey@tfc.edu). Review of applications will begin immediately, and the position will remain open until filled. The TFC staff application can be found at [tfc.edu/employment](http://tfc.edu/employment). All application materials must be submitted for a candidate to be considered.

*Office of Human Resources*

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