

UNIVERSITY OF DALLAS

Job Number: 11508UD

Printing and Postal Clerk

Date Posted: September 28, 2021

WHO WE ARE

The University of Dallas (UD) is a Catholic liberal arts university known for its excellence in academics. We have consistently ranked as one of the top regional universities in the country, holding a place on both U.S. News & World Report's list of the Best Regional Universities (West) and Forbes' Best Value Colleges. We are dedicated and guided by our [Mission](#) and thrive on professional development, a family-oriented environment, our rich traditions and exceptional employee benefits.

JOB DESCRIPTION

UD is currently seeking a **part time** Clerk to support the Printing and Postal department by processing incoming and outgoing mail and packages, assisting customers, operating copiers and other equipment, and making mail and supply deliveries around campus when needed.

PRIMARY RESPONSIBILITIES

- Serve customers promptly with excellent communication and customer service, utilizing the principles of charity and justice.
- Use printing and postal data and automation systems.
- Scan, shelve, retrieve, and deliver incoming packages and letters.
- Log, track, produce, and bill printing and binding projects.
- Process mail to be returned or forwarded.
- Perform closing duties at the end of the day, including counting the register till.
- Assign, supervise, and perform the weekly maintenance of a clean and orderly department.
- Review inventory monthly and compile list of needed items.
- Preview and perform a final proof on all printing and finishing projects to ensure conformity to requests and standards.

MINIMUM REQUIREMENTS

- High School Diploma or GED.
- Experience with basic computer usage.
- Ability to manage time effectively and adapt to changing requirements.
- Strong interpersonal skills and the ability to communicate effectively with faculty, staff, and students.

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PREFERRED QUALIFICATIONS

- Experience with photocopiers.
- Experience with office and filing procedures.

BENEFITS

UD provides competitive pay and benefits, including eligibility to participate in medical, dental, life and disability insurance; employee events; a health and wellness program; a free fitness center; competitive leave programs; tuition for employees and their families; and matching retirement plan contributions.

If this sounds like the job for you, apply online at: <https://hr.udallas.edu/apply/>

The University of Dallas seeks to recruit, develop, and retain faculty, staff and administration of the highest caliber.

The University is an Equal Opportunity Employer, and encourages applications from female and minority candidates and others who will enhance our community and advance our Mission.