



Shipping and Receiving Clerk New Position Proposal

Planning and Budgeting Council 11/10/2016

Overview

- Position needs
- Duties/Responsibilities/Role
- Alignment with mission and goals
- Impact

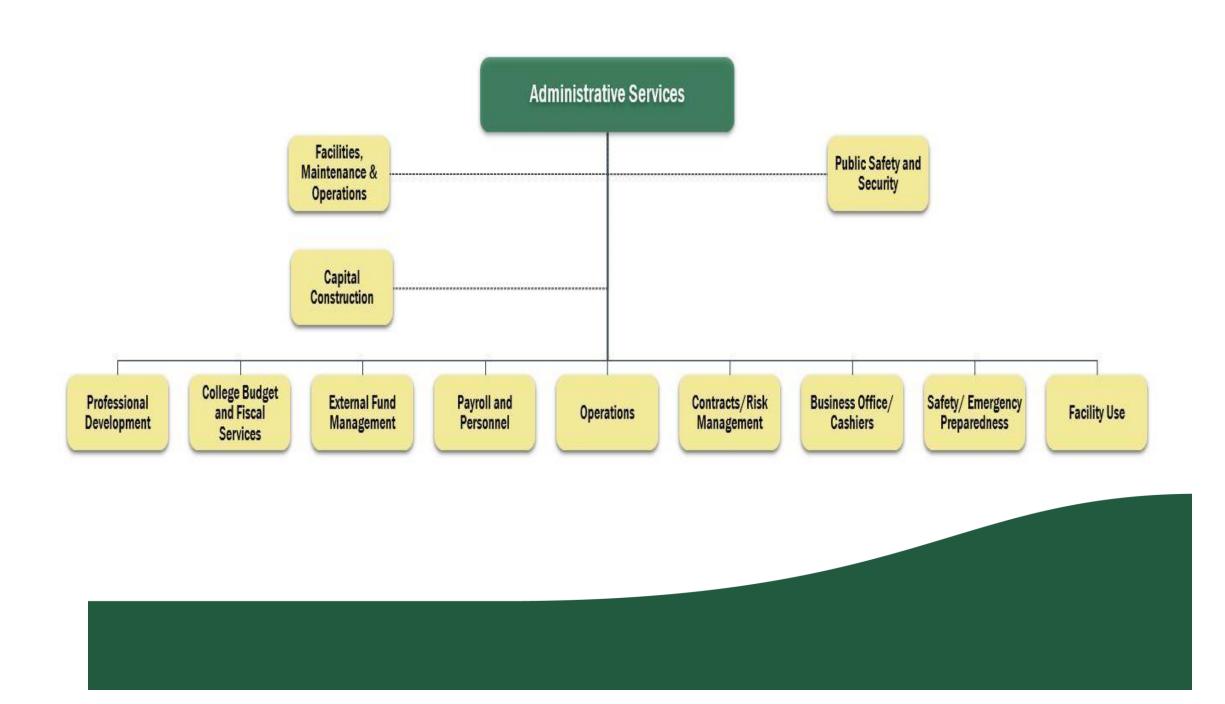


Position Needs

- To increase the shipping and receiving clerk to 1 FTE
- To fill the gaps and provide continuity of services
- To increase hours of operations

Duties/Responsibilities/Role

- Managing and processing all the college's incoming and outgoing mail by working closely with the students, faculty and staff
- Operating and monitoring mail equipment
- Mail sorting and distribution to college divisions, faculty and staff
- Assisting students, faculty and staff with mail room related questions



Alignment with College Mission and Goals

- Providing necessary administrative support and facilitating the communication between students, faculty and staff.
- Providing the college community with timely and accurate mail and package handling, processing, and distribution.
- Providing proper accountability for all internal and external college communication

Impact

- Will provide more timely mail services
- Will allow the budget office staff to focus on their duties
- Improved service level for college community
- Will provide a centralized process for tracking equipment and furniture purchases
- Will maintain an accurate IT inventory list

Q & A

