



HUMAN RESOURCES

GREAT JOBS, GREAT LIVES™

RECORDS MAILING COORDINATOR

POSITION REFERENCE NUMBER: 10390-94

GENERAL FUNCTION

This position's primary function involves processing all undergraduate and graduate mailings for the Admissions operation and direct oversight and entry of all inquiries for prospective students. Work is performed under the direct supervision of the Associate Director, Admissions Systems.

RESPONSIBILITIES

1. Serves as a member of the Records Staff team and attends meeting to support the office.
2. Generates daily correspondence through the Admissions software.
3. Processes all outgoing mail in a timely and accurate manner utilizing various office equipment.
4. Coordinates mass mailings to prospective students/families, serving as the liaison between AmCom and print vendors.
5. Facilitates the moving of materials from warehouse to mail facility for daily mailings.
6. Maintains inventory of graduate and undergraduate prospective student materials, ensuring that materials are available for mailing on required dates.
7. Assists in running queries to support ad-hoc mailings.
8. Maintains the letter series to prospective students.
9. Manages and performs the data entry or electronic importing of all personal and academic information into database for general inquiries, ensuring that all leads are entered in an accurate and timely manner.
10. Hires, trains and manages student workers as it applies to mailings and entering inquiries.
11. Provides backup support for all Records staff, as needed, including Campus Visit Coordinator and Campus Experience Coordinator.
12. Assists the Associate Director with additional related work, as necessary, including cross-training in other Records areas.
13. Performs all other duties as assigned.

MINIMUM QUALIFICATIONS

1. High School Diploma required.
2. Two or more years of computer and office experience; data entry experience preferred.
3. Ability to lift 25 pounds.
4. Good communication and interpersonal skills; exceptional customer service and student focus.
5. Detail oriented and accurate with excellent organizational and planning skills.
6. Ability to work on multiple tasks concurrently and to adjust work schedule to meet varied deadlines.
7. Maintain a positive departmental image.



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OTHER INFORMATION

Exemption Status: **Non-Exempt**

Post Date: **June 9, 2017**

HOW TO APPLY

Submit a letter of interest and an attached resume to jobs@rmu.edu. To ensure proper processing, applicants must use the following subject line format:

First Name Last Name – Position Reference Number

Example: Bob Morris - 123456

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