



Posted Dates: 4/16/2024 – 4/30/2024

Internal Employment Opportunities

State University of New York Polytechnic Institute
100 Seymour Road, Utica NY 13502

Applications are invited for consideration for appointment to the following position:

Title	Department/ Division	Location	Work Week	Salary Range	Application Deadline	Date to be Filled
Office Assistant 1 (Stores/Mail)	Facilities	Utica	Monday – Friday	SG-6	10 bus days	ASAP

Description of Duties:

As an Office Assistant 1 (Stores/Mail), you would spend most of your work time performing general office support and clerical duties, related to mail receipt, mail distribution, storage, and stores keeping. You may be required to routinely lift and/or carry heavy items and to routinely reach, bend, stand, and walk for long periods of time.

- Perform activities related to mail receipt, mail processing/distribution, and package processing/distribution. Receive, pick up, deliver, open, appropriately record, time stamp, sort, and distribute mail, e-mail, or other forms of correspondence or communication, or goods, materials, or stores. Process outgoing mail by inserting letters into envelopes, sealing envelopes, and applying correct postage. Deliver outgoing mail and packages to local post office/processing centers.
- Sort and log incoming packages and compare with records (purchase orders) to verify accuracy of incoming shipments. Prepare delivery manifests using manual means or computerized systems to allow for packages to be hand delivered and obtain signatures manually collected. Inspect shipments for damages, reject damaged items, and notify shipping company, supervisor and/or business office of damages found. Staff package room and distribute student packages, as necessary.
- Other reasonable duties as assigned.

Reporting Relationships:

- This position will report directly to an Administrative Assistant 1.
- During the routine performance of duties, the Office Assistant 1 (Stores and Mail) will encounter staff, students, faculty, administrators, and vendors. It is vital the Office Assistant 1 (Stores and Mail) will be courteous and helpful at all times.

Preferred Qualifications:

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This is an essential personnel position for the maintenance and operation of the campus during an emergency situation.

SUNY Poly is an AA/EEO/ADA employer, committed to excellence through diversity. Women, minorities, veterans, and individuals with disabilities are encouraged to apply.

Qualified applicants may apply for classified service positions by resume and/or application. **All material needs to be completed and returned to HR@sunypoly.edu by the deadline date.**