



UNIVERSITY OF CENTRAL FLORIDA
STAFF CLASS SPECIFICATION

Job Title: Postal Manager
Job Code: 098

Overtime Pay: Ineligible

Primary Responsibility

This is work managing a university postal facility.

Typical Tasks

Serves as liaison between the university postal facility and the U.S. Postal Service.
Maintains contact with departments to advise them about changes in fees and postal regulations.
Oversees postal employees.
Manages fiscal and accounting activities of the postal facility.

Minimum Qualifications

A high school diploma and five years of appropriate experience. Appropriate college coursework may substitute at an equivalent rate for the required experience.

For questions, please contact
Compensation and Classification in Human Resources at
Comp@mail.UCF.edu
or call (407) 823-2771

UCF Human Resources website:
<http://hr.ucf.edu>



UNIVERSITY OF CENTRAL FLORIDA
STAFF CLASS SPECIFICATION

Job Title: Assistant Postal Manager
Job Code: 231

Overtime Pay: Ineligible

Primary Responsibility

This is work assisting in the management of a university postal facility.

Typical Tasks

Serves as secondary liaison between the university postal facility and the U.S. Postal Service.

Advises department about changes in fees and postal regulations.

Supervises postal employees.

Minimum Qualifications

A high school diploma and four years of appropriate experience. Appropriate college coursework may substitute at an equivalent rate for the required experience.

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