



Youngstown State University is a state-assisted, urban institution of higher education which primarily, but not exclusively, serves the students of northeastern Ohio and western Pennsylvania.

The University has an enrollment of approximately 13,100 (head-count) in a wide variety of programs ranging from 2-year associate degrees to the Doctor of Education degree.

Schools and colleges of the University are the College of Liberal Arts and Social Sciences, the College of Business Administration, the College of Education, the College of STEM, the College of Fine and Performing Arts, the College of Health and Human Services, and the School of Graduate Studies and Research.

The campus, located north of downtown Youngstown, is compact and carefully designed, with most of the major structures being new or recently renovated. The Physical Plant is valued at approximately \$320 million.

The city of Youngstown is located between Cleveland and Pittsburgh. The Youngstown-Warren area has a population in excess of 500,000 and offers the usual amenities of urban living but few of the problems of the big city. All types of housing are available within a 30-minute drive of the campus, and housing costs in the Youngstown area are significantly lower than in most metropolitan areas.

PROFESSIONAL/ADMINISTRATIVE STAFF POSITION ANNOUNCEMENT

YOUNGSTOWN STATE UNIVERSITY invites applications for the Professional/Administrative position described below:

TITLE: Manager of Delivery Services
DEPARTMENT: Support Services
PAY GRADE: L5
SALARY RANGE: \$47,247 - \$75,022

MINIMUM QUALIFICATIONS: Related Bachelor Degree required, Business Management preferred. Three years experience of supervising and managing staff, delivery services preferred. Requires background in financial / budget process. Requires a basic knowledge of Microsoft Office products such as Word and Excel. Must have solid oral and written communication skills and be willing to assist staff in emergency scenarios.

SUMMARY OF POSITION DESCRIPTION: To manage and direct the Mailroom, Central Receiving, and Moving operation areas which support incoming, out-going mail and campus parcels as well as campus moving. This includes the delivery support task, both clerical, supervisory and delivery staff responsibilities. Coordinate driver/delivery logistics.

DATE AVAILABLE: Immediately

CLOSING DATE FOR APPLICATIONS: Review of applications begins immediately and will continue until position is filled.

Applicants should send (1) letter of interest, (2) current resume, (3) copy of transcript documenting academic qualifications for this position, and (4) names, addresses, and telephone numbers of three references to:*

Mr. Daniel O'Connell
Director
Support Services
Youngstown State University
One University Plaza
Youngstown, OH 44555-0001

***NOTE:** Youngstown State University recognizes only credits and degrees awarded by regionally accredited post-secondary institutions in the United States or by equivalent foreign institutions; accredited institutions can be found at <http://www.chea.org>. As a term and condition of appointment, an official transcript must be received by Human Resources prior to a contract being issued. The selected candidate will also be required to sign a release for an employment background check and credential verification.

**YSU IS AN AFFIRMATIVE ACTION/EQUAL OPPORTUNITY EMPLOYER
COMMITTED TO INCREASING THE DIVERSITY
OF ITS FACULTY, STAFF AND STUDENTS.**

Information regarding campus safety at YSU, mandated by the Cleary Act, is available at the following YSU web site: <http://www.ysu.edu/righttk.pdf> or you may request a copy of "Your Right to Know" from the Office of Human Resources, 3rd Floor, Jones Hall, 330-941-3122.