

ISSUED: 6/93

TITLE: <u>Courier</u>	SALARY	CLASS
	SCHEDULE: <u>Staff</u>	CODE: <u>SA433</u>
UNION: <u>Staff Association - Local 2071, U.A.W.</u>	SALARY	EEO
	GRADE: <u>2</u>	CODE: <u>H40-020</u>
	FLSA: <u>Non-Exempt</u>	JOB
		CODE: <u>A</u>

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## POSITION PURPOSE

Provide routine information and delivery and/or transportation services to ensure prompt and efficient facilities and support services for a School, College or Division in the University. Perform standardized work routines operating a motor vehicle and general office equipment.

## ESSENTIAL JOB FUNCTIONS

- Receive, sort, pick-up and deliver inter-office mail and packages for a School, College or Division in the University. Perform routine maintenance of motor vehicle to facilitate mail delivery for various University locations.
- Transport subjects involved in research studies. Locate subjects who may not reside at last known address; make contacts in neighborhood for updated residence information; assess safety of area and accuracy of information given. Become familiar with surrounding communities to locate addresses of subjects.
- Receive and answer routine telephone inquiries regarding area services. Direct specific inquiries and/or visitor requests to appropriate personnel.
- Assist with building security activities ensuring gates, entrances and exits are locked and secure. Monitor room scheduling services; reserve conference rooms and facilities as needed. Participate in office relocation moves; unload, transport and place boxes and related items in appropriate location.
- Maintain various activity records and logs, e.g. guest parking, visitor sign-in sheets. Perform routine clerical activities utilizing various office equipment.
- Perform related work as assigned

### **ADDITIONAL COMMENTS**

This classification is designed to perform a variety of standardized work routines providing general information and delivery and transportation service functions in support of an operational area. Work activities are routine and necessitate thinking within standard practices and instructions. The incumbent is expected to operate a motor vehicle. Work activities may be performed given the following working condition factors, i.e. light physical effort (transport and place light objects), fair environmental conditions (variations in temperatures, fumes, noise, etc.), minimal presence of hazards and normal sensory attention. This classification is generally assigned to a School, College or Division in the University. This classification reports to and receives work direction from a management level position.

### **MINIMUM QUALIFICATIONS**

- High school graduate or equivalent combination of education and/or experience.
- Ability to communicate effectively with others.
- Some knowledge of University events, locations and services preferred.
- Some knowledge of area streets and residential communities preferred.
- Possession and maintenance of a valid Michigan vehicle operator's license and satisfactory driving record as determined by University policy.
- Ability to work evenings and weekend shifts.
- Ability to unload, transport and place objects (e.g. boxes) in appropriate location.
- Ability to communicate effectively with and elicit information from others.
- Ability to pass security clearance.
- Typically, incumbents have held positions requiring the delivery of goods.