



Posted: 04/10/2025
Pay Range: \$16.00 - \$21.00
Status: Non-Exempt, Full-time

[The College of Idaho](#) invites applications and recommendations for a **Mail & Copy Center Manager**. In this role, you will have an exciting opportunity to inspire and lead the Mail and Copy Center team. You will oversee daily operations, including timely processing of mail, and ensuring high-quality copying and binding services, while consistently meeting service standards and prioritizing outstanding customer service to the Campus community.

The Mail & Copy Center Manager is responsible for the operation and maintenance of a variety of office equipment, such as a point of sale (POS) system, copiers, printers, and various software. The manager oversees equipment contracts, pricing, and maintenance agreements while engaging in process improvement and best practices. Key responsibilities include managing the departmental budget, postage balance, inventory, cash control, and preparing monthly reports and variance analysis.

A successful candidate will demonstrate strong knowledge of U.S. Postal Service rates and regulations, along with expertise in commercial shipping regulations. With at least two years of experience in postal operations, copy/print shop operations, merchandising, vendor management, or store operations, the candidate will bring valuable skills to the team. Proven experience in purchasing and negotiating favorable vendor contracts is essential, as is a track record of effectively supervising entry-level staff. The role requires the capability to safely lift up to 30 pounds regularly and up to 50 pounds occasionally. A high school diploma or equivalent is required, while a Bachelor's degree is preferred.

Candidates must be authorized to work in the United States as of the expected hire date and throughout the date of their employment without sponsorship from The College of Idaho. A current valid driver's license is also required and candidates must be vehicle insurable.

The College offers competitive benefits including tuition waiver for dependents, health insurance, a retirement plan with employer match, generous paid time off, free access to on-campus fitness centers, and free admission to campus events. Spouses, domestic partners, and dependents are eligible for benefits coverage.

A complete application will include a current résumé, a cover letter addressing qualifications for the position, and the names and contact information of three (3) references: two (2) from management and one (1) professional, sent to hr@collegeofidaho.edu. Review of applications will begin immediately and continue until the position is filled. As we move through the application review process, additional information may be requested from qualified candidates.

With over 134 years of history, The College of Idaho is a regional and national leader in higher education. The College of Idaho is an [inclusive community](#) of exceptional learning that challenges the ambitious and forges pathways to success and purpose.

The College of Idaho is proud to be an equal-opportunity employer. We are dedicated to attracting, retaining, and optimizing performance and academic excellence through an inclusive workforce. The College does not discriminate on the basis of sex, race, color, age, religion, disability, national and ethnic origin, veteran status, sexual orientation, gender identity, or any other basis protected by law.