

Position: Manager of Yotee's Spirit Store and Mail Room (Full-Time)

APPLICATION PROCESS AND HIRING TIMELINE INFORMATION

To apply for this position, you should submit:

1. [KWU Employment Application](#)
2. Cover letter,
3. Resume/curriculum vitae,
4. Three references,
5. Desired salary (may be entered on application)
6. Please email your application materials to hr@kwu.edu.

The timeline for filling this position is:

- Applications will be taken until the position is filled.
- Interviews will begin when qualified applicants are identified and continue until a hiring decision is made.
- The position starts as soon as possible.

Kansas Wesleyan University is an Equal Opportunity Employer and encourages diversity in employment. References from past employers and personal references will be checked. Applicants will receive acknowledgment upon receipt of their application materials.

Location: Yotee's Spirit Store and Mail Room

Overview: The Manager of Yotee's Spirit Store and Mail Room is responsible for overseeing the daily operations of the university's on-campus and online spirit store as well as supervising mail room operations. This position ensures excellent customer service, accurate inventory management, effective supervision of student employees, and reliable mail services for students, faculty, staff, and the campus community.

Key Responsibilities:

(Percentages are approximate and may vary based on operational needs)

- **Retail Operations & Customer Service (45%)**
 - Assist customers in the on-site spirit store
 - Ensure a clean, organized, and welcoming retail environment
 - Maintain excellent customer service standards
- **Inventory & Store Management (25%)**
 - Maintain and update inventory for both on-site and online stores
 - Make inventory purchasing decisions based on university needs
 - Conduct and complete the annual inventory process
 - Manage daily cash drawer records using retail software

- **Mail Room Operations (20%)**
 - Supervise sorting and distribution of incoming mail and packages
 - Prepare outgoing mail and packages for delivery
 - Manage mailbox assignments and key distribution
 - Assist with mail room coverage during the Post Office Manager's absence
- **Supervision & Administrative Duties (10%)**
 - Supervise and provide direction to work-study students and graduate assistants
 - Complete required reports and perform other duties as assigned by the supervisor

Supervisor: Executive Vice President of Advancement and University Operations

Work Schedule: Full-time position with a flexible schedule that includes mornings, afternoons, evenings, and weekends as needed to support Yotee's Spirit Store hours, game days, and campus events. Limited local travel may be required.

Performance Goals:

- Maintain accurate and well-managed inventory for both retail and online operations
- Provide consistent, high-quality customer service
- Ensure efficient and timely mail room operations
- Foster a positive, professional environment for student employees
- Maintain confidentiality of student and university records

Qualifications:

Education: Bachelor's degree preferred

Certifications: Valid driver's license required

Experience:

- Retail experience preferred (1–5 years)
- Experience supervising student employees is beneficial

Skills and Abilities:

- Strong organizational and customer service skills
- Ability to use Microsoft Office or similar productivity software
- Ability to lift and carry boxes or inventory up to 50 pounds
- Alignment with the mission and values of Kansas Wesleyan University

Salary and Benefits

Salary will be determined at the time of hire based on qualifications and experience. Full-time employee benefits are available. Applicants are encouraged to submit desired salary with their application materials.

Additional Information

A more detailed job description will be provided during the interview process.