



**THE OKLAHOMA STATE REGENTS FOR
HIGHER EDUCATION**
Oklahoma Guaranteed Student Loan Program
JOB DESCRIPTION
Central Services Operator I

**Non-Exempt
Position #100133**

ESSENTIAL FUNCTION

Provide courier service for the State Regents and assist with other OGSLP Central Services responsibilities.

RESPONSIBILITIES AND DUTIES

- Provide courier service and organize, deliver, and retrieve courier materials from OSRHE offices, Post Office, State Capital, and other locations.
- Distribute office supplies.
- Assist in opening, processing, and distributing daily mail.
- Assist with copy and binding requests as required.
- Assist in outgoing mail process.
- Assist in filling supply orders.
- Assist with stocking and inventory.
- Assist as back up for receptionist.
- Other similar duties as assigned.

POSITION QUALIFICATIONS

High school diploma or GED required. One (1) year previous experience in general office environment required. Must possess good communication and organizational skills. Valid Oklahoma driver's license and good driving record required. Some travel required. Experience with mailroom and printing operations desired.

Physical demands include the ability to bend, crouch, stoop, sit and/or lift objects weighing 45 pounds or more. Must use the proper manual handling equipment including but not limited to dollies, carts and lift team members.

SUPERVISION

The employee performs work under the supervision of the OGSLP Central Services Manager.

Interested candidates may submit a cover letter and resume (including a list of 3 professional references) to:

OSRHE, Human Resources, P.O. Box 108850, Oklahoma City, Oklahoma 73101-8850.

Fax #: (405) 225-9230

E-mail: hr@osrhe.edu

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