

**HOWARD UNIVERSITY**  
**Position Description**

<b>POSITION TITLE:</b>	Courier	<b>SALARY GRADE:</b>	WS-01
<b>DATE REVISED:</b>	March 4, 2010	<b>EEO CODE:</b>	05
<b>JOB CODE:</b>	9031	<b>FLSA STATUS:</b>	Non-Exempt
<b>BARGAINING UNIT:</b>	N/A		

<b>DEPARTMENT:</b>	<b>POSITION NO:</b>
<b>REPORTS TO:</b>	<b>GRANT:</b> <input type="checkbox"/> No <input type="checkbox"/> Yes

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**BASIC FUNCTION:** To provide varied clerical, secretarial and administrative support work, involving responsibility, complexity and variety to support Information Systems and Services.

**SUPERVISORY ACCOUNTABILITY:** Involves no responsibility or authority for the direction of others.

**NATURE AND SCOPE:** Internal contacts include administrators, students, staff and faculty. External contacts include visitors, general public, vendors, factory representatives, and sales persons.

**PRINCIPAL ACCOUNTABILITIES:**

- Assures timely delivery of documents for signature to designated offices.
- Pickup and deliver items as deemed necessary.
- Receive inventory and process incoming orders.
- Performs custodial duties as necessary.
- Receives, screens and directs visitors, telephone callers and routine inquiries exercising discretion in making referrals to the appropriate person.
- Assists with the "set-up" of conference and meeting rooms for sessions and presentations.
- Assists with inventory of Information Systems and Services equipment and software.
- Maintains copier machines (dry ink, paper supplies, etc.) throughout Information Systems and Services.
- Answers telephone, file reports and documents.
- Prepares copies and documents as requested.
- Types draft brief memoranda and file listings of items as requested.
- Completes required administrative logs and forms.

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**BARGAINING UNIT:** N/A

**CORE COMPETENCIES:** Proficiency in the operation of computers, related software applications (word-processing, spreadsheet, database, graphic presentations, information systems, etc.) and standard office equipment.

Communicate effectively orally and in writing with a diverse population.

Ability to operate within a team environment and facilitate consensus.

Ability to exercise discretion and ensure a high level of confidentiality.

Ability to establish and maintain an effective and harmonious working relationship with faculty, staff, students and the general public.

**MINIMUM REQUIREMENTS:** High School diploma or GED and 0-2 years of general work experience. Vocational or other technical school, training or apprenticeship beyond HS may be substituted for work experience.

Note: This position description should not be construed to imply that these requirements are the exclusive standards of the position. Incumbents will follow any other instructions, and perform any other related duties, as may be required. The university has the right to revise this position description at any time. This position description is not be construed as a contract for employment.

**SIGNATURES REQUIRED:**

**SIGNED BY:** \_\_\_\_\_ **DATE:** \_\_\_\_\_  
Department Manager/Supervisor

**CERTIFIED BY:** \_\_\_\_\_ **DATE:** \_\_\_\_\_  
Department of Compensation & Performance Management