

**Position Description  
Cover Sheet**

In order to make an objective and accurate evaluation of a position, it is very important that the position description (PD) contain **specific** data. Therefore, please provide all information requested and forward this form through the division dean to the Human Resources Office for classification.

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Title Distribution and Fulfillment Specialist Position # 8276

Division/department ADV-MAR-MAI

Campus La Plata

Check one: New PD  Revised PD  No changes to PD

Please identify any similar positions already established within the department:

The FT position is currently graded at grade 20, as is the Mail Operations Electronic Support Technician. However, the duties between the two positions are vastly different. This position has been made part-time, 20 hours per week, thus requiring revision and perhaps regrading of this PD.

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Is this a Director-Level position? Yes  No

Reports to Janice Love Date \_\_\_\_\_  
(Signature)

Title of Position Reported to Mail, Distribution and Fulfillment Services Coordinator

Approval Trovon Williams Date \_\_\_\_\_  
(Signature - Second-Level Supervisor)

Approval Michelle Goodwin Date \_\_\_\_\_  
(Signature – Vice President or President)

Account code(s) 10-7-010308- -10

Work schedule Tue.(7 hrs.), Wed.(6 hrs), Thur.( 7 hrs) – 20 hours per week

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**FOR HUMAN RESOURCES DEPARTMENT USE:**

Position number 8276 Grade \_\_\_\_\_

Statistical group \_\_\_\_\_

Exempt / Non-exempt \_\_\_\_\_ Date \_\_\_\_\_

Requires Financial Disclosure Statement \_\_\_\_\_

If the employee's primary position is EXEMPT, there are no limitations for working in a secondary position. If the primary position is NON-EXEMPT, the following rules apply:

1. The employee cannot hold credit or credit-free part-time faculty positions unless a special exception is made by the division VP.
2. The employee must record the total combined hours worked on the system-generated time sheet which is distributed each pay period. The employee is responsible for obtaining the signatures of both supervisors on this time sheet.
3. The employee's total combined hours worked for all positions should not exceed 40 hours in a workweek.

## **POSITION DESCRIPTION FOR: Distribution and Fulfillment Specialist**

### **1. Core Responsibilities:**

The position is responsible for the hand distribution of promotional materials on all campuses and in the community. The specialist is out of the office, actively distributing materials, three days of the business week. The specialist alerts the coordinator to any new distribution opportunities noted.

#### **A. Distribution of Materials – 100%**

1. Delivers promotional materials to designated businesses, vendors, county agencies, and public and private schools, in the tri-county area, per distribution plans, ensuring that distribution efforts commence and complete on time per plans.
2. Responsible for the distribution of promotional materials with partnering businesses/agencies.
3. Maintains a refresh cycle of ongoing promotional materials placed in the external community.
4. Responsible for the distribution and refresh of college publications in display racks, publication centers and on tables at all satellite locations and campuses, keeping them filled at all times with up to date promotional materials.
5. Fulfills promotional material to Executives Assistants on other campuses.
6. Reports use of material inventory and communicates to other MAI team members to ensure monthly inventory reports are accurate.
7. Responsible for the inventory pull and building of information packets as directed for a variety of fulfillment functions, including prospect packets, open house bags, and other event bags as required.
8. Performs other duties, including filing, list maintenance and word processing as required.

### **2. Education/Knowledge Required:**

- High School Diploma required
- Valid driver's license required (license may not be a provisional driver's license)
- Excellent human relation, and verbal communication skills required
- Excellent organizational skills required
- Ability to work independently and within a team environment required.
- Ability to work within deadlines and a deadline-driven environment required
- Ability to work with all levels of the public required
- Ability to lift and carry 50 pounds
- As a condition of employment, the incumbent is required to attain and maintain insurability as defined by the liability insurance carrier.

**3. Supervision:** This position does not supervise any other positions.

#### **4. Internal & External Contacts:**

Daily contact with students, visitors, vendors, college staff, and faculty. Daily contact with community members, business owners, business representatives, and some local/county government locations. Some contact with public and private school administrators.

#### **5. Guidelines/Procedures/Regulations:**

- State Highway Traffic laws
- MAI, MAR, and CSM standards, policies and procedures
- Hazardous materials regulations

#### **6. Communications:**

- Adheres to the college's Writing Style Guide and Brand Management and Marketing Services Guide.
- Required to use e-mail, phone and electronic calendar to maintain and share information.
- High level of persuasive, verbal skills required to identify and capitalize on community distribution opportunities.

#### **7. Role Complexity:**

Must be out-going, persuasive, organized, detailed and thorough. Must work independently and under deadline-driven conditions. Must be willing to drive distances throughout the tri-county area from business to business and get in/out of vehicle frequently.

#### **8. Creativity & Innovation:**

Creativity in the area of distribution opportunities and planning, time management and organization is required.

#### **9. Impact:**

All areas and departments at CSM are definitively affected by the work performed by this position.

#### **10. Fiscal Responsibility:**

None

#### **11. Physical Working Environment:**

This position requires the individual to work in a variety of environments: inside and outside. Some of the work requires physical labor in a work area that can be noisy, hot, and dry. Incumbent is required to drive a college vehicle in inclement weather.