

Beloit College

Student Employment Job Description

Position Title	Mail Center Student Clerk	Hourly Rate	\$7.25
Department	Mail Center	Supervisor	Jim Hass
Work Location	Pearsons Basement	Account Number	01-63625-00000-00000-xxxxx

Do multiple individuals hold this position at one time? Yes No

Number of positions available: 10

Work Schedule

A student in this position can expect to work **1 - 4** hours per day, **5 - 12** hours per week.

The student will work Monday thru Friday Saturday Sunday any day of the week.

Hours are available during the following times of the day: **8:00 am - 3:30 pm** .

Department/Position Overview

Student will sort mail and packages and accurately distribute mail to campus mailboxes. Provide service at the Mail Center window. Sell postage and retrieve packages. Student must be accurate, dependable, and provide friendly first-class service.

Description of Duties and Tasks

- Interact with and convey a positive attitude to visitors and the campus community in person or by phone
- Conform to an established work schedule; reliably work set hours as assigned
- Perform clerical duties in support of the department, i.e. data entry, filing, copying, mailings, etc.
- Maintain the confidentiality of departmental/employee/student information
- Run errands on and/or off campus, including campus mail pick-up and delivery
- Perform light cleaning, departmental organization, and upkeep as required
- Work efficiently and accurately without immediate supervision

Required Training and Skills

- Ability to communicate in a concise and effective manner, both verbally and in writing
- Detail oriented with strong organizational skills
- Familiarity with specific computer software, listed here:
- Familiarity with specific equipment, listed here:
- Completion of coursework or training, prior experience, and/or specific certifications, listed here: **Cashier experience is helpful when selling postage and providing proper change**