Beloit College
Student Employment Job Description

Position Title: Library Mail Clerk/General Support
Hourly Rate: $7.25

Department: Library
Supervisor: Pegg Stoddard

Work Location: Library
Account Number: 01-40370-00000-00000-xxxxx

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

Number of positions available: 1

Work Schedule

A student in this position can expect to work 2 hours per day, 10 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: 10:00 am - 2:00 pm.

Department/Position Overview

The position of the Mail Clerk will distribute US mail that is delivered to the Library. Duties also include delivery and pick up of Library mail at the mail center. Some minimal data entry [Excel] will be required. The student will be required to work 5 days a week, preferably the same schedule each day. The daily schedule is established between the student and supervisor. Students are rarely asked to work outside their normal shift. Students are expected to report to their supervisor promptly at their designated times. General Library Support position performs a varity of duties that assist circulation and reserve staff; this may include wiping down tables, filling printers with paper, stocking bathrooms with toilet paper and paper towels.

More Detailed Information Available

http://www.beloit.edu/library/about/studentemployment/

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

☒ Pick up library mail from Campus Mail Center

☒ fill out paperwork as needed
**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: Excel

☐ Familiarity with specific equipment, listed here:

☐ Completion of coursework or training, prior experience, and/or specific certifications, listed here: