Position Title: Mail Center Assistant
Hourly Rate: $7.50

Department: Mail Center
Supervisor: Mail Center Manager

Work Location: Pearson Basement
Account Number: 01-63625-00000-00000-xxxxx

Do multiple individuals hold this position at one time? ☒ Yes ☐ No
Number of positions available: 2

Work Schedule

A student in this position can expect to work 2 - 3 hours per day, 9 - 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: 9:00 a.m. - 3:30 p.m.

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. Process outgoing Fed Ex shipments, entering packages into Pitney Bowes Arrival System, process copy orders for students/clubs in absence of Copy Center Coordinator. Relieve staff members for lunch. Close Mail Center at end of day when needed. Answer phone.

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
☒ Process outgoing Fed Ex shipments
☒ Enter packages into Arrival System
☒ Relieve staff members for lunch etc.
☒ Process copy orders for students/clubs in absense of Copy Center Coordinator
**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: *Adobe Acrobat Pro*
- Familiarity with specific equipment, listed here: *Pitney Bowes Arrival System*
- Completion of coursework or training, prior experience, and/or specific certifications, listed here: *minimum of one semester previous experience as a Mail Center Student Clerk*