

Work-study job title: Mail and Service Center Student Assistant

Office: Mail and Service Center

Location: Thomas Commons

Supervisor: Mail and Service Center Coordinator

Length of employment: Academic year

Wage: Minimum Wage

Principal duties and responsibilities

Assists in sorting and processing incoming and outgoing mail. Assists customers at the counter. Assists with student mail forwarding procedures. Assists with print project finishing, including spiral binding, envelope stuffing, and mail tabbing. Processes outgoing packages and metered mail using the metering machine.

Job qualifications

Attention to detail and accuracy with numbers; dependability; ability to work without close supervision; good interpersonal communication skills; physical ability to stand, bend and lift and carry 40 pounds.

Expectations

Promptness and confidentiality are extremely important. Must be reliable, detail-oriented, and able to work well unsupervised. Should be receptive to feedback. Must have good customer service skills. Able to work one hour a day, Monday-Friday. Students must sign-up for their hours on the first day of each block.