

**Work-study job title:** Mail and Service Center Student Manager

**Office:** Mail and Service Center

**Location:** Thomas Commons

**Supervisor:** Mail and Service Center Coordinator

**Length of employment:** Academic year

**Wage:** .75 cents above minimum wage

**Principal duties and responsibilities**

On Saturdays, sorts and processes incoming student mail from USPS, UPS, and FedEx. Assists customers at the counter.

On weekdays, 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 *plus* every third Saturday 9 a.m. to 1 p.m. Students must sign-up for their hours on the first day of each block.