

POSITION DESCRIPTION

2024.01.17

POSITION TITLE: Student Mail Clerk

CLASSIFICATION: Work Study

DEPARTMENT: Residence Life

REPORTS TO: Direction of Residence Life or their designee

POSITION SUMMARY: The Student Mail Clerk serves Residence Life working with Printing and Mail Services to deliver mail to serves students to the University. Additional duties include responding to questions; making referrals; data entry; clerical work; operating standard office equipment.

PRIMARY DUTIES AND RESPONSIBILITIES:

- Sort, distribute, forward, and prepare outgoing mail.
- Process all mail and packages that are delivered during hours of operation.
- Use The Housing Director (THD) software to access student address information.
- Provide clerical support to the mailroom and Residence Life business operations.
- Assist with mass campus mailbox audits, including insertions and deletions, at the beginning of each semester.
- Assist students with mailbox use and troubleshoot as needed.
- Provide regular updates, reminders, feedback, and suggestions regarding the student mail distribution to maximize the student experience and efficiency of delivery.
- Act as a positive representative of the Office of Residence Life and the University.
- Understand, abide by, and enforce all University and Residence Life policies and procedures.
- Assist with other duties as assigned.

REQUIRED QUALIFICATIONS:

- Strong interpersonal communication and customer service skills.
- Ability to work independently with a high level of attention to detail, organizational skills, and commitment to working as a team.
- The ability to maintain confidentiality, solve problems, exercise sound judgment, and make referrals.
- Maintain full-time student status
- Must be in good disciplinary standing with the University.
- Satisfactory criminal background check and completion of all required hiring paperwork is required.

WORK HOURS/CONDITIONS:

- Close vision, distance vision, peripheral vision, depth perception, and the ability to adjust focus, with or without corrective lenses.
- Significant walking or other means of mobility.
- Ability to reach, bend, stoop, push and/or pull, and frequently lift to 10 pounds.
- Availability, 5-7 hours per week, during regular business hours.
- Attendance at all training sessions is mandatory.

RENUMERATION:

- This position offers a competitive hourly wage of \$14.00 per hour up to \$1,500 per semester of Work Study pay.

EMPLOYEE ACKNOWLEDGEMENT

I have read and understand the job requirements, responsibilities, and expectations outlined in the job description provided for my position. I attest that I can perform the essential job functions as outlined with or without any reasonable accommodations.

Print Name

Signature

Date