

MEMORANDUM

Date: April 25, 2018
To: The University Community
From: Lauren Weitzel, Director
Purchasing and Campus Services
Re: Student Worker Needed in the Mailroom

A student worker is needed in the Mailroom for the fall semester and the upcoming spring semester. The following information is the job description and all other pertinent details needed.

JOB TITLE: Mail Services Clerk **NUMBER OF POSITIONS AVAILABLE:** 1-2

DEPARTMENT: Mail Services

BUILDING IN WHICH DEPARTMENT IS LOCATED: Boyer Building

SUPERVISOR TO CONTACT: Mr. Foehlinger **TELEPHONE EXT:** 7008

Please call or visit our office Monday-Friday 8AM-4PM

DUTIES AND RESPONSIBILITIES:

Assist with sorting of mail in Mail Services and delivering mail and packages (up to 70 lbs. in weight) on campus. Perform any other miscellaneous work as assigned.

JOB QUALIFICATION:

Pleasant personality; neat appearance; ability to establish and maintain a good working relationship with other employees; keen sense of responsibility; dependability.

HOURS:

Monday-Wednesday-Friday 10:00-12:30 helping to deliver mail across the campus

Tuesday-Thursday 9:00-11:00 sorting mail in the office

We are open to either one person working both shifts or splitting the shifts between two people.

Please call or drop into the mailroom (Boyer Building Room 123) to discuss the details.

SALARY: \$7.25 hr

If you have any additional questions, please contact the Ed Foehlinger at extension 7008 or the Purchasing Office at extension 4184.

Thank you for your cooperation.