

**MILLERSVILLE UNIVERSITY
STUDENT EMPLOYEE
JOB DESCRIPTION FORM**

Fall Semester 2018

JOB TITLE: Mail Services Clerk

NUMBER OF POSITIONS AVAILABLE: 1

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 on campus rounds. 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 10:00AM-12:30PM

Salary: \$7.25 hr