



JOB DESCRIPTION: Copy and Mail Center Assistant

Name of Position: Student Worker for Copy and Mail Center

Department: Copy & Mail Center

Campus Location: Lower level of the Roy L. Smith building and campus as needed.

Supervisor: Zachary Noland

Length of Contract: Academic Year

Pay Rate: Minimum Wage (*Higher pay rates available based on experience and responsibilities.*)

Job Purpose: Position includes sorting and delivering mail, package handling and check-in, and assistance in print work. With experience, employees may also become responsible for minor print and finishing work.

Job Responsibilities:

- Sorting and check-in/out of packages and letter mail.
- Greet office guests, answer questions and direct to the proper individual(s).
- Locate, lift and store packages in an orderly manner.
- Use of office machines including mail meters, paper cutter, PC, etc.
- Manual or automated print work finishing as needed.

Qualifications:

- Familiarity with the office equipment (Windows based PC, Office software)
- Excellent communication skills and detail oriented.
- The ability to handle confidential matters and to be professional.
- Ability to work well with others.
- Willingness to tackle new projects.
- Ability to work between 15 – 20 hours per week (indicate if evenings/weekends/holidays are required).
- Flexible schedule (if required).

Skill Development Areas:

- For example: Listening, Customer Service, Time Management, Multitasking, Communication, Intercultural proficiency, Organizational Skills

Evaluation: Evaluations are based on need and not regularly scheduled. Maximum interval would be monthly.