

## Student Job Description

Department: Central Mail Service

Location: Reamer Campus Center, 1st Floor

Supervisor's Name: Paul DeBiase

Please indicate hours/shifts available: Mondays - Fridays, 9:00 am - 3:00 pm

Rate of Pay: minimum wage

Purpose/Role of the Position(s) within the Department:

The Central Mail Room serves the entire Union College campus. Incoming mail is sorted and distributed to faculty, staff and students and outgoing mail is received and distributed to appropriate carriers.

Duties and Responsibilities:

- Assist full-time staff with basic mail room duties
- Retrieve and distribute packages to students, staff and faculty as needed
- Process mail and express shipping requests
- Operate cash register and receive and make correct change

Qualifications for the Position:

- Ability to safely lift 50 lbs.
- Good team attitude
- Ability to work independently and follow directions
- Punctuality and dependability