



ALVERNO COLLEGE
ESTABLISHED 1887

Student Employee Job Description

Position Title: Mail Clerk

Date: 2019/2020

Department: Mail Services

Status: Student Employee

Reports To: Director, Campus Administrative Resource Services

Primary Function: Assist the Director in the processing of in-coming mail and packages, processing out-going mail, delivery of internal supplies as well as providing service to faculty, staff and students at service counter.

Principal Responsibilities:

- 1) Distribute incoming mail via mail drawers to ensure on-time delivery
- 2) Accurately process outgoing mail and shipping items
 - a. Prepare and bundle permit mail according to requirements
 - b. Use electronic scale and mailing machine to prepare mail and shipping items
 - c. Check Vendor (USPS, UPS or FedEx) when accepting prepaid out-going item
- 3) Assist staff, faculty and students with USPS or UPS shipping
- 4) Sell stamps
- 5) Sign for, record pertinent information and notify recipient of package delivery on in-coming packages from UPS, FedEx, DHL, Amazon and other shippers at the receiving dock
- 6) Pick and move packages and deliveries from the campus dock to the campus mail room
- 7) Assist staff, faculty and students with USPS or UPS shipping
- 8) Prepare internal supply orders and notify requester to pick up their order
- 9) Consistently use any of the Alverno eight abilities whenever applicable (communications, analysis, problem solving, social interaction, developing a global perspective, effective citizenship, and aesthetic engagement) to perform work.
- 10) Comply with safety procedures, including clean and orderly areas.
- 11) Perform other tasks as necessary to support the mission of the College.

Knowledge and Skills Required:

- 1) High school diploma or equivalent
- 2) Prefer at least six months of experience in a mail room or other clerical office setting
- 3) Candidate should have an aptitude for both numbers and machines

- 4) Hand and eye coordination and a demonstrated ability to do detail work is important
- 5) Valid driver's license
- 6) Previous experience with G2 Software IM Meter Plus Mailing Machine preferred

Qualifications

- 1) Must be a currently registered Alverno Student. Must meet Financial Aid Satisfactory Academic Progress requirements.

Working Conditions

General office environment, with some heavy lifting and pulling and pushing

Notes

- Pay rate determined by Financial Aid

Ready to apply? Click [HERE](#) to complete your application.