

Alverno College
Student Employee Job Description

Position Title: Mail Clerk

Date: May 17, 2023

Department: Mail Services

Status: Student Employment

Reports To: Director, Office Service

Salary: \$11.50

<p><u>Primary Function:</u> Assist the Director in the processing of in-coming mail and packages, processing out-going mail, assembling internal supply orders as well as providing service to faculty, staff and students.</p>
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Principal Responsibilities

1. Distribute in-coming mail via mail drawers to ensure timely delivery
2. Sell stamps
3. Balance register at the end of day when closing
4. Accurately process out-going and shipping items
 - a. Use electronic scale with mailing machine to prepare mail and shipping items/s
 - b. Check vendor (USPS, UPS or FedEx) when accepting pre-paid out-going item
5. Assist Faculty, staff and student with mailing and shipping
6. Sign for, record pertinent information and notify recipient of package delivery on in-coming packages from UPS, FedEx, Amazon, DHL and other shippers at the receiving dock
7. Must learn iX-7Pro Series Mailing Machine
8. Consistently use any of the Alverno eight abilities whenever applicable (communication, analysis, problem solving, valuing, social interaction, developing a global perspective, effective citizenship, and aesthetic engagement) to perform work.
9. Comply with safety procedures and maintain clean and orderly work areas.
10. Perform other tasks as necessary to support the mission of the College.

Qualifications

1. Must be a currently registered Alverno student. Must meet Financial Aid Satisfactory Academic Progress requirements.
2. Candidate should have aptitude for both numbers and a machines
3. Ability to do detailed work

Working Conditions

General office environment

Notes

- Length of employment is based on job availability, funding and employee performance. Start and End Dates of position to be determined.
- Performance evaluations are determined by the department. Please contact the supervisor for more information.

Want to apply?

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