Student worker needed:
Must be available 2 hours each day between 11am-2 pm

Position Title: Mail Center Student Worker
Dept/Office: Mail Center
Reports To: Beth Reuter

SUMMARY OF JOB SCOPE & RESPONSIBILITIES

A Mail Center Student Worker is needed to assist with processing / sorting incoming and outgoing U.S. and inter-departmental mail; operate cash register, postage meter machine, and copy machines. Additional duties will include assisting customers via counter service, delivering parcels, loading paper, servicing mail boxes, and cleaning copiers.

JOB QUALIFICATIONS

Basic math skills; experience using a cash register; good customer service skills; understanding and respect for private and confidential information; reliability; good work ethic; ability to lift 50 lbs.

Other Qualifications/Requirements:
The candidate must actively support the mission of the college by working with faculty, staff and students to share in our core values - truth, compassion, justice, partnership, and community.
Must be available approximately from 11 am-2 pm (2 hours per day, to assist with processing mail) Monday thru Friday.

PHYSICAL DEMANDS AND WORK ENVIRONMENT

The physical demands and work environment characteristics described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

DISCLAIMER

The above statements are intended to describe the general nature and level of work being performed by people assigned to this position. They are not intended to be an exhaustive list of all responsibilities, duties and skills required of personnel so classified.

To Apply:
http://my.edgewood.edu/sites/services/HRE/sefs/cjfs/Lists/Mail%20Center/overview.aspx