



Mail Clerk Position Description Summer 2009

I. Position Summary

The Mail Clerk position is primary in providing customer service and mail resources for resident students throughout the year. The Mail Clerk also participates in the general administration of the building by providing support to the Professional Staff. The Mail Clerk is directly responsible to the Area Director, and works 15 hours per week handling resident mail and performing departmental administrative tasks.

II. Minimum Qualifications

1. Ability to lift and carry, with or without appropriate accommodations, bins of mail between campus facilities
2. Successful organizational skills
3. Demonstrated ability to work independently, with little direct supervision
4. As a condition of employment, the Mail Clerk must reside on campus, in the building in which they are employed.

III. Essential Duties

A. Mail Management

1. Pick-up and sort mail daily throughout the school week
2. Note and report any mail distribution issues immediately
3. Check desk book and staff mailbox daily for memos or communications from Professional Staff or other Student Leaders
4. Report mailboxes in need of maintenance immediately
5. Forward mail for all Main Campus residence halls properly and in a timely fashion

B. Administration

1. Assign mailboxes to incoming resident students immediately upon notification of their residency status
2. Maintain a Mail Bulletin Board with information for resident students about mail delivery and contact information
3. Keep accurate campus postal records and mail forwarding cards
4. Maintain and update master list of box numbers and combinations

C. Package Handling

1. Receive, inventory, and distribute packages for residential students
2. Maintain regular Package Room hours, providing convenient package pick-up times for resident students

D. Special Duties

1. Serve as backup Desk Assistant in times of need
2. Work as a member of the DA team, providing quality customer service

IV. Remuneration

1. Value of a double-occupancy on-campus residence for the building in which employed
2. Student leaders who willingly leave their leadership positions or who are dismissed from the position for behavioral or performance reasons will be required to refund to the Department of Residential Life the value of remaining housing and meal plan costs, based on time of vacancy of the position
3. Remuneration is to be provided as a credit applied directly to the student's University account.