Student Mailroom Staff

Office of Student Housing and Residence Life
California State University, Bakersfield
(2-3 positions to be filled)

OVERVIEW

The Mailroom Staff (MS) is an independent part-time position in the Office of Student Housing and Residence Life. They organize and distribute mail to the mailboxes of up to 500 residents. An outstanding MS is responsible, organized, and task-oriented. It is their responsibility to keep and maintain the mailroom for effective distribution and sorting of mail and packages.

POSITION SPECIFICS

- Organization of mailroom
- Sorting and proper distribution of mail and packages
- Independent work environment
- Detail-orientated projects

QUALIFICATIONS

- Enrolled as a full-time student at CSUB during the 2015-2016 academic year (min. 12 units)
- Have and maintain a quarterly and cumulative GPA of 2.25 or higher
- Organization skills
- Task-oriented goals
- Self-motivating
- Fun and proactive disposition
- Willingness to learn

Hours: 10-15 hours per week
Compensation: $9.00 per hour

Priority Applications due Wednesday, September 9, 2015. (Position open until filled.)
Position begins Tuesday, September 15, 2015.

Please contact David-Allen at dalvarez9@runner.csub.edu if you have any questions.