Student Mailroom Staff

Term: Summer 2016
Position Open: Two (2) Positions

The Office of Student Housing and Residence Life is looking for two self-sufficient, detail oriented, and organized individuals as Mailroom Clerk.

Essential Responsibilities:
- Organization of mailroom
- Sorting and proper distribution of mail and packages
- Work independently with minimal supervision
- Detail-orientated projects
- Other tasks as assigned

Requirements to Apply:
- Enrolled full time as a student at CSUB during Fall OR Spring 2016
- Have and maintain a quarterly and cumulative GPA of 2.25 or higher
- Have a willingness to learn
- Possess solid organization skills
- Ability to take initiative to get a job done
- Ability to give focused attention to details
- Comfort working alone and independently
- 2 hours of shadowing required the week of June 6th
- Must be available for training Monday, June 13th at 12 noon- 5:00 pm; Must attend staff retreat Wednesday, June 15th from 8 am – 2:30 pm.

Compensation:
- Minimum wage of $10.00
- Work 10-15 Hours weekly

Position Begins June 6, 2016
Position Ends August 19, 2016

Interested? Apply Now! SMRC online application

Once you submit an application, we will call you if you’re selected to be interviewed. Interviews will begin immediately.

Questions? Contact Ashley Scott at 661-654-3014 or csubhousing@gmail.com