Mail Room Clerk

Term: 2017-2018 Academic Year
Position Open: One – Two (1-2) Positions
Handshake Job Code: #952022

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
- Other tasks as assigned

QUALIFICATIONS
- Enrolled as a full-time student at CSUB during the 2017-2018 academic year (min. 12 units)
- Have and maintain a semester 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: $10.50 per hour
Priority Applications due December 1, 2017. (Position open until filled.)
Position will begin as early as December 4, 2017.
Position end date: May 30, 2018

Candidacy subject to availability
Please contact Ashley Scott, Associate Director of Student Housing at ascott12@csub.edu you have any questions.

Application available at: Mail Room Clerk Online Application