Student Mailroom Staff
Office of Student Housing and Residence Life
California State University, Bakersfield
(2 Positions available)
Handshake job code: #1538067

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 and 2018-2019 academic year (must be a full time student)
- 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: $11.00 per hour

Priority Applications due **May 4, 2018**. (Position open until filled.)
Position will begin as early as **May 14, 2018 – May 31, 2019.**
Candidacy subject to availability
Please contact housing@csub.edu if you have any questions.
Application available at: Mail Room Clerk Online Application