Student Mailroom Staff
Office of Student Housing and Residence Life
California State University, Bakersfield
(1 Position available)
Handshake job code: #2240074

OVERVIEW
The Mailroom Staff (MS) is an independent part-time position in the Office of Student Housing. They organize and distribute mail to the mailboxes of up to 500 residents. MS process and deliver mail and packages from Student Housing East to Student Housing West. 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
- Maintain key inventory
- Assist residents with mail concerns
- 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 (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 December 17, 2018. (Position open until filled.)
Position will begin as early as January 2, 2019.
Candidacy subject to availability
Please contact housing@csub.edu if you have any questions.
Application available at: Mail Room Clerk Online Application