

approved

## **STUDENT LABOR POSITION DESCRIPTION**

### **General Administration/ Development**

Most Recently Updated 03/05/99

Position Title: Mailroom Attendant  
Must work 10 hrs/wk.

**I. Grade Level:** 1-4

**II. Description:**

A. The following are the essential duties for a Mailroom Attendant in General Administration/ Development:

1. Operate a Bell & Howell inserter
2. Operate a Pitney Bowes mailing machine
3. Sort mailings
4. Prepare mail for running on inserter
5. Prepare mail for CPO, pickup, sort and deliver to Edwards
6. Performs other job-related duties as assigned.

B. The following are possible additional duties for this position:

1. Work in other areas of the Division
2. Work in other departments on campus if needed
3. Errands as needed by office staff
4. See that the workplace and environs are clean.

**III. Learning Opportunities:**

- A. How to prepare bulk mailings
- B. How to operate mailing machines
- C. How to work productively on a team
- D. How to meet schedules and deadlines
- E. Teamwork, Teamwork, Teamwork

**IV. Basic Qualifications:**

- A. General: promptness, able to work in a 2 hour block
- B. Skill: willingness to learn from full time staff and peers
- C. Physical: able to lift heavy boxes, work in paper dust, run errands
- D. Academic: no particular major required

**V. Desirable Qualifications:**

- A. Self-motivated
- B. Honest and dependable
- C. Willingness to learn and work on a team

**VI. Narrative Summary:**

The employee should be willing to learn new things. Be willing to work on a team with a good attitude. Work well with peers who may be in a supervisory position. Willing to listen to directions and carry them out in a timely and orderly manner.