



MAIL/COPY CENTER ASSISTANT

DEPARTMENT

Mailroom/Copy Center - 6410

QUALIFICATIONS

Keen attention to detail, excellent communication and customer service skills, ability to multi-task and able to lift heavy boxes.

DUTIES

- Sort and process mail
- Deliver mail and packages to campus departments
- Receive and distribute student mail
- Complete copy/print jobs when requested
- Provide customer service for reception desk
- Other projects directed by Supervisor

COMPENSATION

Begins at Minimum Wage

HOURS

5-10 hours per week, depending on availability
Flexible between M-F 9a-4p

CONTACT

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