



MVNU Student Employment Job Description

JOB TITLE: MVNU Mail Delivery

DEPARTMENT: MVNU Post Office

REPORTS TO: Kelly Russell, Mail Services Coordinator & Rodney Yoder, Receiving

REQUIREMENTS:

- **Skills:** Dependability in following delivery routes and procedures. Reliable for daily work shift. Ability to work independently. Detailed in tasks.
- **Attire on the Job:** University Dress Standard as listed in the Student Handbook
- **Expectations:** Provide a professional, organized, and efficient service to departments on campus. Exhibit a Christ-like attitude in all assigned duties.
- **Special Requirements:** Ability to walk up to one (1) mile while carrying mail and packages. Must be able to lift and carry up to 50 lbs.

DUTIES (include but not limited to):

- Mail and package delivery to departments throughout MVNU main campus.
- Retrieval of outgoing and intercampus mail from departments back to MVNU Post Office
- Other duties as assigned

NORMAL WORKING HOURS and DAYS: Work shift is Monday through Friday during the morning hours between 9am – 12pm. Work shift is one (1) hour per day and is flexible to meet your morning schedule.