

MVNU Student Employment Job Description

JOB TITLE: Customer Service & Post Office Assistant

DEPARTMENT: MVNU Campus Post Office

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

REQUIREMENTS:

- **Recommended Education/Training:** Completed 1 semester of college education.
- **Experience/Background/Knowledge:** Frontline customer service experience preferred. Basic knowledge of US Mail including how to address a letter and stamp positioning.
- **Skills:** Detailed oriented individual able to quickly learn our package tracking system and processes. Be able to adhere to specific labeling and mail requirements for various package carriers. Able to read cursive.
- **Attire on the Job:** University Dress Standard as listed in the Student Handbook
- **Expectations:** Provide a professional, organized, and efficient office environment. Exhibit a Christ-like attitude in all assigned duties. Services provided for faculty, staff, on-campus and commuter students
- **Special Requirements:** Must be able to lift up to 30 lbs.

DUTIES (include but not limited to):

- Log incoming student packages using Notiffi system
- Sort incoming student USPS mail and on-campus mail
- Distribute packages to customers
- Deliver mail on departmental campus routes (as assigned)
- Assist customers with purchase of stamps and mailing letters/packages
- Work with Mail Services Coordinator to complete University mailings
- Other duties as assigned

NORMAL WORKING HOURS and DAYS: For Fall 2026, the available position is Monday, Wednesday and Friday mornings, 9am to 10:15am for a total of 3 hrs 45 min per week.