MVNU Student Employment Job Description

JOB TITLE: Post Office Student Assistant – Seasonal Employee

DEPARTMENT: MVNU Post Office

REPORTS TO: Kelly Russell, Mail Services Coordinator

REQUIREMENTS:

- **Skills:** Dependability in following delivery routes and procedures. Reliable for daily work shift. Ability to work independently. Detailed in tasks. Organized and able to alphabetize.
- **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. Average Tub weight is 15-20 lbs. 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 to MVNU Post Office
- Front Desk customer service
- Logging and Organizing incoming Student packages & letters
- Assist with Mail Center outgoing mailings including stuffing envelopes and applying labels & stamps.
- Other duties as assigned

WORKING HOURS and DAYS:

Position is for Christmas Break:

December: Friday, Dec 11 thru Tuesday, Dec 22 (8 days)
January: Monday, Jan 4 thru Wednesday, January 13 (8 days)

Office Hours: Monday – Friday: 10am – 1pm.
Total time: 3 hrs. per day for 16 days