

**COLLEGE WORK-STUDY  
JOB DESCRIPTION**

**NAME OF DEPARTMENT:** Mail Center

**NAME OF WORK-STUDY SUPERVISOR:** Missy Brown/Mike Cappelli

**WAGE RATE:** \$7.50 per hour

**LENGTH OF EMPLOYMENT:** 2008-2009 academic year (August 27, 2008 - May 6, 2009)

**PURPOSE OF JOB:** To provide support and service to the staff, faculty, students, and administration of North Central University in regards to mail, copying, faxing and other related duties.

**DUTIES AND RESPONSIBILITIES:**

1. Processing mail: including-sorting, stuffing, delivering, metering, forwarding, etc.
2. Customer service: meeting the many varying needs of our staff, faculty, and students
3. Operating copy machine
4. Operating fax machine
5. Operating postal scale and meter machine
6. Operating laminating machine
7. Operating mail cart: delivering mail to all campus offices
8. Operating inserter/folder machine
9. Operating binding machine
10. Operating folder
11. Operating & having knowledge of Mail Center computer programs

**JOB QUALIFICATIONS:**

1. Must have good communication and people skills
2. An ability to work in a fast-paced work environment
3. A basic understanding of computers and electronic equipment is helpful
4. Should be self-motivated (not needing constant supervision)
5. Able to lift 60 lbs.
6. Able to multi-task on duties on an efficient timetable.
7. Able to manipulate cart/2 wheel hand-truck up and down curbs, through hallways, in snow and inclement weather.