

JOB DESCRIPTION FORM

Position: Mail Room Clerk/Student Labor
Department: Mail Room(DDESOF) Traffic (DAUXTC)
Supervisor: Bob Campbell
Pay Range: \$8.15 to Start
(must fall within UMW limits of \$ 8.15 – \$9.95)

Description: Primary duties will be to process incoming and outgoing mail at the campus mail room. These duties include, but are not limited to, weighing envelopes and packages, which can occasionally weigh up to 50 pounds, and putting correct postage amounts on mail using U.S.P.S., UPS and FedEx procedures. Student will operate an automated mail machine, sell and charge department campus envelopes, letterhead and copier paper, for both departmental and Xerox accounts. Student employees will also process day end postage, FAX and Business Reply Mail reports. Receive deliveries from UPS, USPS and FedEx is also a job duty. The job also includes checking in and assigning package numbers to the incoming items. Student employees, at times, will be asked to assist Business Services for mailings and other minor tasks.

At time, especially during summer months, student employees may be required to perform outdoor duties. These duties include, but are not limited to, stripping parking lots, painting curbs, installing signs and sign posts and updating parking information on signage. Other duties may include assisting in the UMW Bookstore, Printing & Graphics and Campus Stores.

Student workers will be trained to perform multiple jobs such as grounds work, traffic control/parking lot maintenance, bulk mailing, copy making, running a cash box and register.