

Work Study Job Description
University of Montana Western
710 S Atlantic St. Dillon MT 59725

Department: Facility Services

Department Head: Michael Brown

Classification/Name of Position: Mailroom clerk

Student's Supervisor: Tom Nichols **Office/Location:** Short Admin. Building

Email Address: tom.nichol@umwestern.edu **Phone #:** 406-683-7560

Qualifications for the position & the specific qualifications for the various levels/rates of pay associated with the position:

Must be able to follow directions for specific tasks and must be able to repeat those tasks without immediate supervision. Must have a friendly attitude toward customers most of the time. The amount paid is determined by the amount of time each student worker has spent in the employment of Campus Services. Summer workers are often paid a higher amount than they make during fall and spring semesters.

Purpose/Role of the position:

The purpose of this position is to distribute both incoming and outgoing mail in an orderly and prompt manner.

Duties/Responsibilities of the position & how they relate to the purpose/goal:

Primary duties will be to process incoming and outgoing mail at the campus mailroom. 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 USPS., 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 times, 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 traffic control, bulk mailing, copy making, running a cash box and register. Working at the bookstore and printing and graphics is also possible.

The Financial Aid Office will submit evaluations to each department prior to the end of each semester.