

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: Parking/Mailroom Clerk

Student's Supervisor: Tom Nichols **Office/Location:** Short Administration Building Mailroom
Email Address: tom.nichols@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. The amount paid is determined by the amount of time each student worker has spent in the employment of Campus Services.

Purpose/Role of the position:

To maintain orderly parking for members of the campus community, and to distribute both incoming and outgoing mail, and receipt of delivered packages in an orderly and prompt manner, when others are not available.

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

The student employee will be assigned to write parking tickets in designated parking lots, which includes following the ticket book format and to take pictures of the offending vehicle. The employee must be dependable, trustworthy, and have good communication skills. The employee must keep a level head with students, faculty, staff, and visitors to the campus. This position will also include occasional litter maintenance in the parking lots. The employee will need to be able to work in all kinds of weather conditions.

Mailroom duties include processing incoming and outgoing mail at the campus mailroom, 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. The employee will operate an automated mail machine, sell and charge departments for envelopes, letterhead, and copier paper for different accounts. The employee will receive and process deliveries from UPS, USPS, and FedEx by checking in and assigning package numbers to the incoming items. Student employees may, at times, be asked to assist Business Services for mailings and other minor tasks, or assisting in the UMW Bookstore. The employee will assist with the registering of student, staff, and faculty vehicles, and assigning a parking permit of either Resident (lives in campus housing), Commuter (lives off campus), or Temporary (vendors and other situational parking needs).

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