



Monmouth  
COLLEGE®

**DESCRIPTION, DUTIES, & EXPECTATIONS OF POSITION**

<b>POSITION TITLE:</b>	STUDENT MAIL ROOM CLERK (Part-time; 30 hours/week, August through May)
<b>PERSONNEL CLASSIFICATION:</b>	OFFICE SUPPORT STAFF - NONEXEMPT
<b>DEPARTMENT:</b>	CAMPUS SERVICES
<b>POSITION SUPERVISOR:</b>	MAIL & PRINTING SERVICES SPECIALIST
<b>DEPARTMENT HEAD:</b>	VICE PRESIDENT FOR FINANCE & BUSINESS

**PRIMARY DUTIES:** May include, but are not necessarily limited to the following:

- 1.) Accurately sort, deliver as addressed, and forward mail in a timely manner. Each afternoon, at the end of the workday, mail going to any office in Stockdale needs to be delivered prior to leaving for the day.
- 2.) Receive and inventory student packages via the Qtrak system. To maintain uniformity and to promote a user-friendly workplace, each package needs to be filed according to the last name of the student (recipient). Packages marked as “Perishable” or any package that is time sensitive, including, but not limited to, overnight/express mail, must be assigned a locker and a subsequent email sent to the student informing him/her of said package availability for pickup between the hours of 8 a.m. to 12:00 midnight in the Stockdale student package locker area. Lock inventory, assignments, recording and maintenance is required.
- 3.) Disperse packages to students, including mail/packages to/from Founders Village, Peterson and Pattee Halls in a timely fashion.
- 4.) Forward student mail as needed.
- 5.) Maintain neatness and order in mail room area and work areas.
- 6.) Immediately inform position supervisor or, in the position supervisor’s absence, the Controller of any situations regarding lost packages, delivery problems, etc.
- 7.) Supervise and direct student workers if assigned. Only students approved and hired through the work study program are allowed in the mail room (no exception & no volunteers).
- 8.) Other duties as assigned.

**WORK RELATIONSHIPS:** Reports to the Mail and Printing Services Specialist (Specialist) and through the Specialist, to the Vice President for Finance & Business, with daily contact with students, faculty and staff.

**EDUCATION, EXPERIENCE, AND CERTIFICATION:** High school diploma.

**SKILLS, KNOWLEDGE, AND ABILITIES:** In addition to demonstrated skills, knowledge and abilities to complete above tasks and other related responsibilities in a timely and satisfactory manner, must be able to work effectively with a wide variety of individuals in a public, multi-tasked, service-oriented environment.

**GENERAL EXPECTATIONS OF POSITION:** Maintain timely work hours as assigned by position supervisor. Occasionally required to move or transport (lift) items weighing up to 50+ pounds. Conduct is expected to be professional and courteous. Instructions and assignments are to be carried out in a manner which promotes and is consistent with the intrinsic goals of Monmouth College. Regular attendance at work as scheduled is an essential function of position. All requirements are subject to change, with possible modifications made to reasonably accommodate individuals with disabilities.

**ADDITIONS, AMENDMENTS, AND DELETIONS:** The whole or any portion of this Description may be added to, amended, or deleted at any time by the position supervisor, department head or the Director of Personnel.