

MAILROOM

POSITION: Mailroom Work Study
DIVISION: Business Service
DEPARTMENT: Mailroom
BUILDING: Administration Building
CAMPUS: Main Campus

FWS SUPERVISOR: John NesSmith

DIRECTOR:

VICE PRESIDENT: Giles Brown

PHONE NUMBER: 903.463.8709

HOURS per WEEK: 20
(20hr MAX)

HOURS PREFERRED: 12pm-4pm

JOB DUTIES:

- Front desk reception for students
- Operate mail machine & multi-line switchboard console
- Sort and file paperwork for student records
- Copy & fax documents as needed
- Sort mail from on and off campus mail drop boxes
- Type miscellaneous documents
- Prepare Fed-ex, DHL & USPS packages for shipment
- Assist director and other staff with miscellaneous projects

SOFTWARE:

SKILLS: Strong customer service skills, dependability is essential, maintain confidentiality, multi-task, proficient computer skills, detail orientated, telephone demeanor, excellent communication skills, professional & friendly attitude

SPECIAL NEEDS:

INFORMATION: To ensure adequate coverage throughout the day, work study hours are assigned by the director/supervisor. The work schedule is constructed in conjunction with student's schedule and the hours of operation. Students are responsible for notifying their supervisors when they expect to be late or absent.
Some positions require working until 6:00 pm.