



A Campus of the California State University

Student Assistant Job Description

Department:	Dean of Students	Supervisor:	Josie Alexander
Job Title:	Mailroom Assistant	Working Hours:	Varies
Pay Level:	2	Hourly Pay Rate:	\$8.50

Job Summary (purpose or nature of work):
Assist in Student Mailroom

Job Duties:

1. Assist in mail delivery
2. Sign and deliver packages
3. Assist students at mailroom desk
4. Assign and maintain mailboxes
5. Insure security of mailroom

Required (or Preferred) Skills, Knowledge, and Abilities:

1. Ability to work in a secure area.
2. Ability to handle confidential information
3. Ability to sort mail in a timely manner
- 4.
- 5.

Type of Supervision Required:

Direct Supervision - Student receives immediate, close and regular supervision

General Supervision -- Student receives some delegation of responsibility and independence

Signatories below denote that this position description is an accurate statement of the duties and responsibilities assigned to this position.

Student's Signature: _____ Date: _____

Supervisor's Signature: _____ Date: _____