



Student Assistant Job Description

Department:	Dean of Students	Supervisor:	Josie Alexander
Job Title:	Mailroom Supervisor	Working Hours:	Varies
Pay Level:	4	Hourly Pay Rate:	\$9.75

Job Summary (purpose or nature of work):

Oversee all aspects of mailroom and mailroom student workers.

Job Duties:

1. Schedule mailroom hours and set student worker hours
2. Oversee student mailroom workers - including the hiring process
3. Oversee all operations of mailroom including maintenance
4. Insure mail delivered in a timely manner
5. Insure Security of mailroom

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

1. At least 1 year of experience as worker in CMA mailroom
2. Junior or Senior class standing
- 3.
- 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: _____